REACH-UM

Recruitment and Electronic Application for Candidates and Hiring at the University of Manitoba

Powered by HRsmart

User Manual

Business Manager (Hiring Manager) Edition
Support/Managerial Requisitions

December 2011

University of Manitoba

TABLE OF CONTENTS

WEBSITE ACCESS

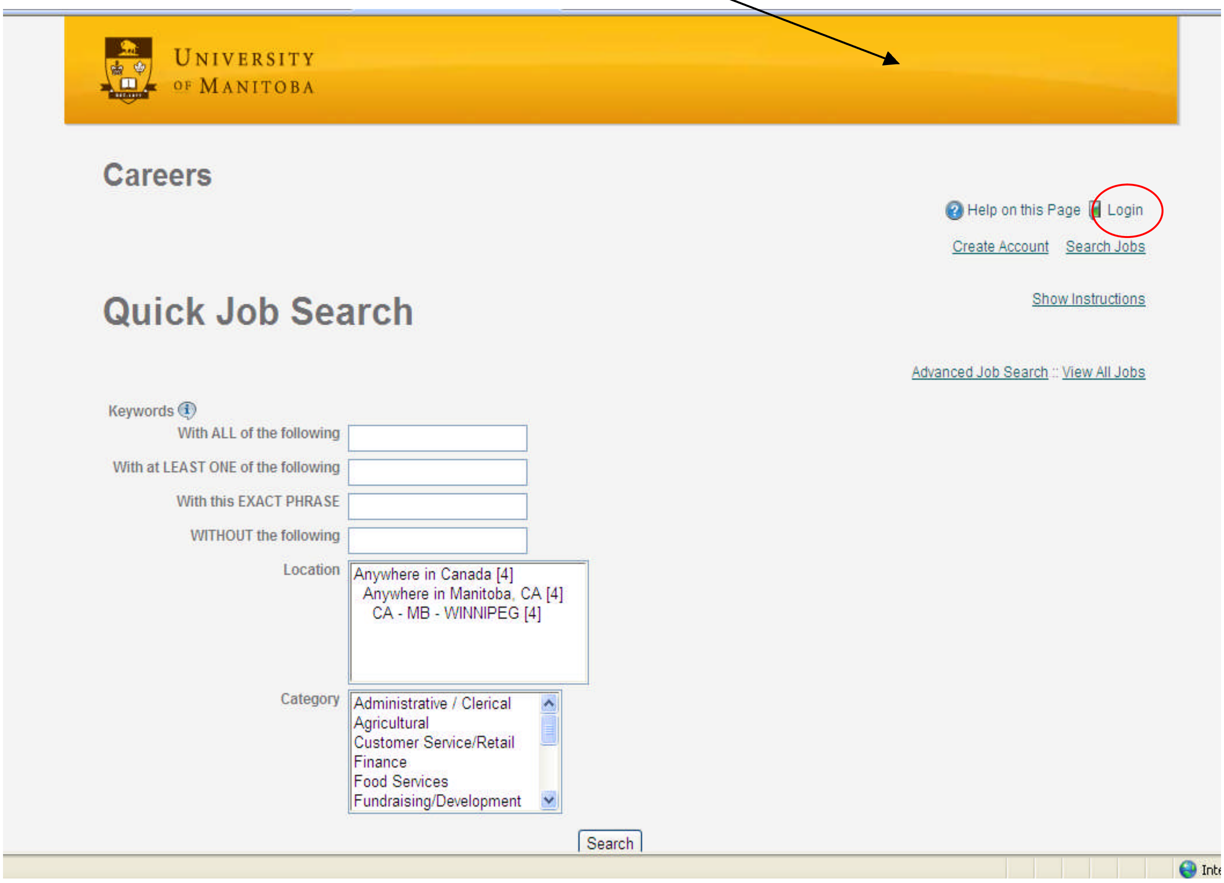
https://umanitoba.hua.hrsmart.com/ats

The URL above will allow you access to REACH-UM with one simple login.

Please add to your **Favourites** in your web browser.

LOGGING IN

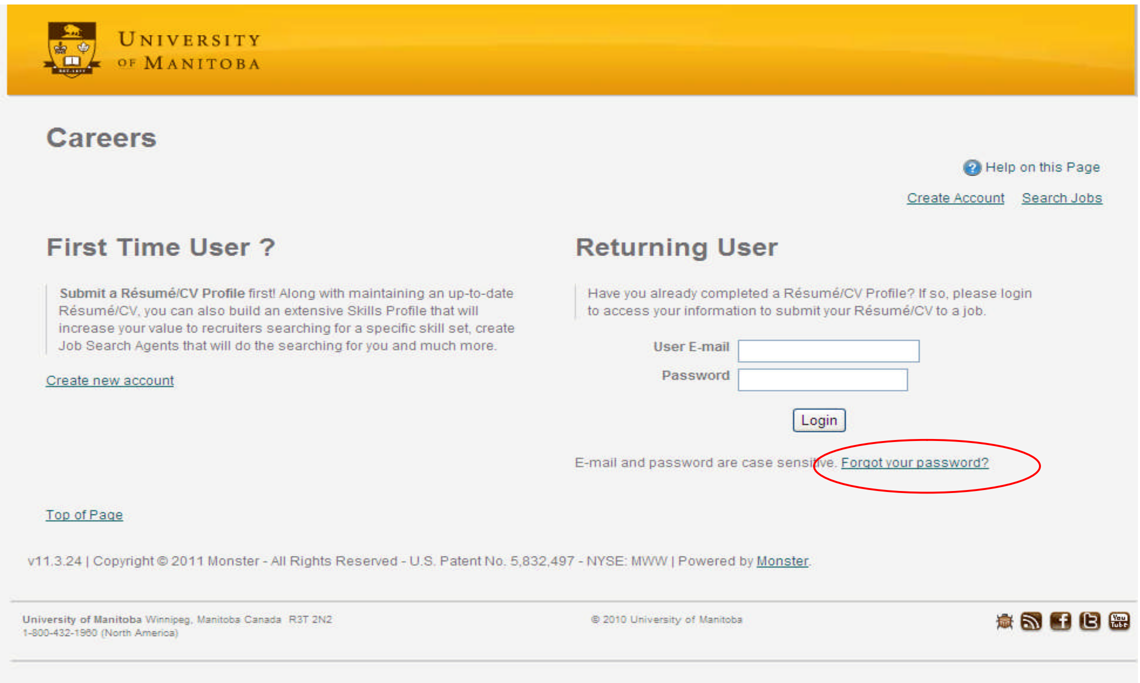
Make your way to the **Login** symbol and click.



You will be taken to a **Login** screen.

Your username and password have been assigned. Enter your username and password in the **Returning User** fields provided on the screen.

Click "Login."



Retrieving your password
If you forget your password, simply click on the **Forgot your password?** link beneath the login fields. You'll be asked to enter your email address and a new password will be sent to the address you provide.

Changing your password
When you login after the training session you should change your password. To change your password hover over the **HR** logo, then click on **User**, **Preferences**, and on **Change Password**.

NOTE: It is important that you do not share your user information. If you feel your information has been compromised, contact the REACH-UM System Administrator, Geoff Hui at Huihyg@cc.umanitoba.ca

ROLES within REACH-UM

Business Managers: A Business Manager creates and approves requisitions, and sends them on to Human Resources for final approval and posting. This role can also track requisition activity and candidates.

PSUs: A PSU role can create requisitions and then forward them on for further approval. The access to REACH-UM is limited and will not allow PSUs to track applicants within the system.

HR Consultant (Recruiter): An HR Consultant can approve/post jobs/requisitions, track candidates, search resumes, upload resumes, schedule events, create offers, initiate onboarding, run reports and more.

System Administrator: The System Administrator manages users, documents, dropdown selections and overall site settings.

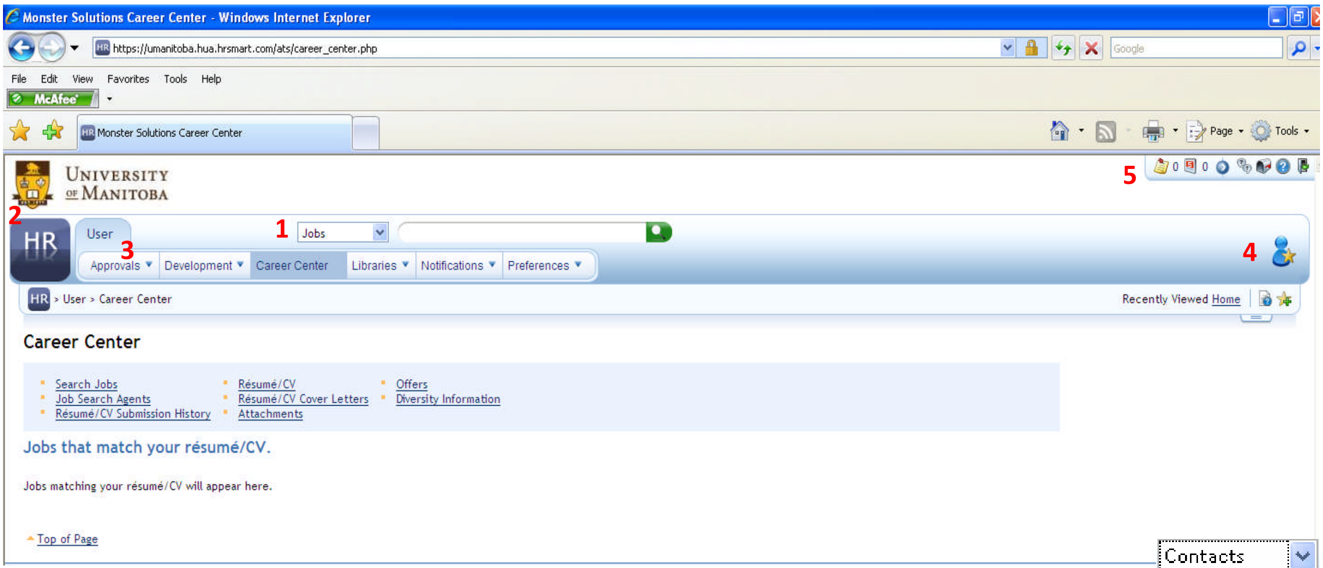
Job Seeker [External]: Site visitors/job seekers may enter a resume profile, build a skills profile, search jobs and set up job search agents, view jobs applied to, and more.

Employee [Internal]: Internal users/current employees of the University may enter a resume profile, build a skills profile, search jobs & set up job search agents, view jobs applied to, and more.

NOTE*: The system will allow users to access the various pages based on their user level permissions. A user could have multiple class permissions. For example, Business Managers and PSUs are also Employees.*

NAVIGATION

Once you have logged in using your username and password, you will be directed to the following page:



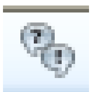
1. Keyword Search: Select from the list and enter a name or keyword. Click the search button to initiate the search.

2. Main Menu: This is the Main Directory when navigating through the REACH-UM site. When you hover over the HR icon, you are given the options to click on: **Jobs**, **People**, **User**, and **Administration**. As the mouse hovers over the menu options, the navigation for each menu will be displayed on the Navigation Bar.

3. Navigation Bar: This space under the Keyword Search will display all the navigational links for each option on the main menu. Rollover the main menu options to view the available navigational links for each.

4. Total Talent Profile: The Total Talent ProfileTM is a unique screen giving employees and managers a single place to view all the pertinent information for each employee and gives users access to update appraisals, career paths and coursework in one easily accessible location.

5. Utility Bar Icons: The following icons are displayed at the top of the page. Click them to perform that action.

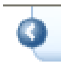


View FAQ- This page displays a list of **Frequently Asked Questions**. These questions are designed to help you understand the functionality of the software and the terms associated with the applicable programs.

Suggestion Box: If you have a suggestion for how you would improve the system, use this option to enter a suggestion. The Site Administrator will be able to view these suggestions.

Help on this Page: To view help for the page you are currently on, click this option and detailed instructions relevant to your current page will appear.

Logout: To end your session, click "Logout".

Click the  icon to see the following quick links.

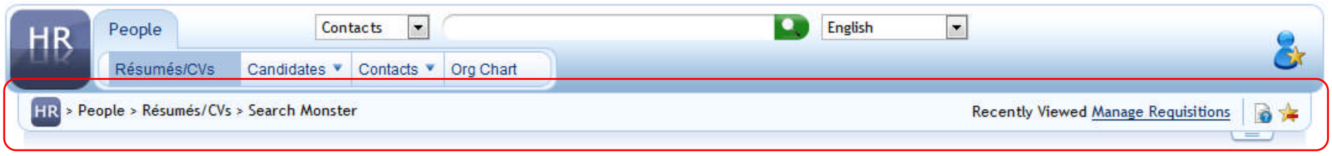
 **My Notifications:** The number next to the icon indicates the number of notifications that you have. Click the icon to view the My Notifications screen.

 **My Calendar:** The number of calendar events is displayed next to the icon. Click the icon to view My Calendar.*not applicable at this time*

Click  the icon to hide the quick links.

BREADCRUMB TRAY

As you navigate through REACH-UM, a **Breadcrumb Tray** displays your position in the system.



The left side of the tray displays the current screen's hierarchy.

For example, looking at the People screen, the hierarchy displayed is

 **> People> Resumes/CVs> Search monster** which identifies the menu options accessed beginning with the initial screen selection of the People menu, followed by the Resumes/CVs menu, and ending with the Search Monster selection.

The **right side** of the tray shows the **most recently viewed** screen. The screen name appears as a link and when clicked, will take the user back to that screen.

The following additional icons appear on the left side of Breadcrumb Tray:

Screen Instructions. The icon shows the instructions for the specific screen being viewed. Click the icon to show the instructions and click it again to hide them.

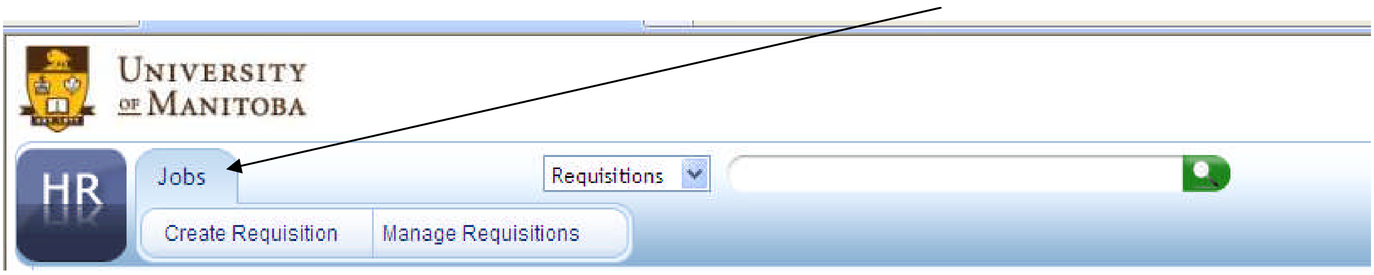
Add as Favourites. Click this icon found on any screen to add the screen as a favourite. Your favourites are listed under the TTP icon for convenient one-click access.

Once a screen has been designated as a favourite, the icon changes to a  . Click that icon to remove the screen from the Favourites List.

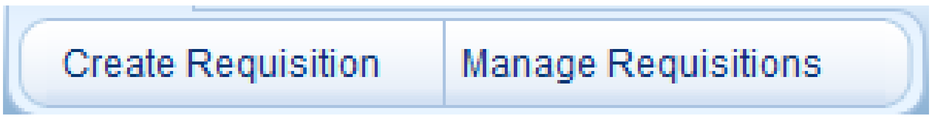
The **Breadcrumb Tray** can be hidden by clicking  the located beneath the tray. Clicking it again will show the tray.

THE JOBS TAB

The features used to view and manage the positions and jobs within The University of Manitoba are located in the **Jobs** section. Click the **Jobs** link from the **Main Menu.**



The **Jobs** section will show the menu options available to **Create Requisition** and **Manage Requisitions** for the organization.



Create Requisition: All requisition will be created from scratch or by finishing a draft from the **My Drafts** table.

Manage Requisitions: You can **manage** all of your **requisitions** from this screen. This listing will include requisitions assigned directly to you or to your Team (Consultants), if applicable.

STEPS BEFORE POSTING A JOB

OBTAIN A POSITION NUMBER:

- If posting a **new support staff position**, submit a signed job description to your Human Resources Consultant using the job description available in VIP forms under Position Profiles and Job Description. The new Job Description includes additional information required to create a position in VIP. Once the job description has been classified you will receive an email from Human Resources providing you with a position number.

- If posting an **existing support staff position**, you do **NOT** need to submit a job description and you will use the position number for that position.

- If posting a **revised support staff position, where the content of the job has changed** submit a signed job description to your Human Resources Consultant. Once the job description has been classified you will receive an email from Human Resources providing you with a position number. (Note: if the classification remains unchanged you will be instructed to use the original position number).

- If posting a **revised support staff position where the content of the job description has remained the same,** but details that are unrelated to the classification have changed such as the schedule, type (e.g., from project to continuing), you do **NOT** need to submit a new job description. Use the original position number.

- If posting a support staff position that was **previously a Term or Project position but will now be a Continuing position**, you will need to complete a **Job Description** and have a new position number assigned.

PRIOR TO CREATING A REQUISITION

In the **Create Requisition** process in REACH-UM, you will be prompted to provide information that you formerly would have provided on a **Position Profile form**. ***Posted*** support staff positions do **NOT** require a **Position Profile form**.

REQUISITIONS

The following section shows how to create requisitions.

CREATE REQUISITIONS

There are **two ways** to post a new job:
1) From "scratch"; and
2) Finish a draft.

CREATE FROM "SCRATCH"

Option 1:
The **Requisition Creation** page allows you to create a new requisition. You begin by selecting the position history and entering the position number. The associations for the job will be populated from the file feed, based on the information you provided.

COMPLETE A DRAFT

Option 2:
When creating a requisition, you will have the option to "Save as Draft". Those will appear under the My Drafts section of this page. Hiring Managers can return to this draft and complete when convenient.

To finish a draft, click the icon.

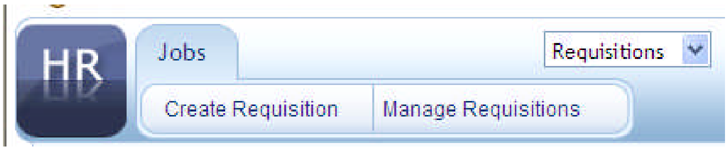
Date Created	Job Title	Action(s)	Screening Questionnaires
10/08/07	Accountant		Add

= To **edit or complete** the draft, click this icon.

= To **delete** the draft altogether, click this icon.

CREATING A REQUISITION

To create a requisition hover your cursor over the **HR logo**, then click on **Jobs** and on **Create Requisition**.



ASSOCIATIONS (STEP 1)

This is the first step in the **Requisition Creation** process when creating a job. The purpose of this step is to help the system identify the Workflow that the Requisition should follow.

From the **Position History*** drop down menu, select **New, Existing** or **Revised**.

Enter the **Position Number*** and click your mouse beside the Position Number field.

If you have entered a valid position number, will display and the remaining fields will populate from a VIP file feed.

If you have entered an invalid (non-existent) position number, will display and no further fields will be populated.

NOTE*: Ensure you have entered the position number that was provided to you by Human Resources.*

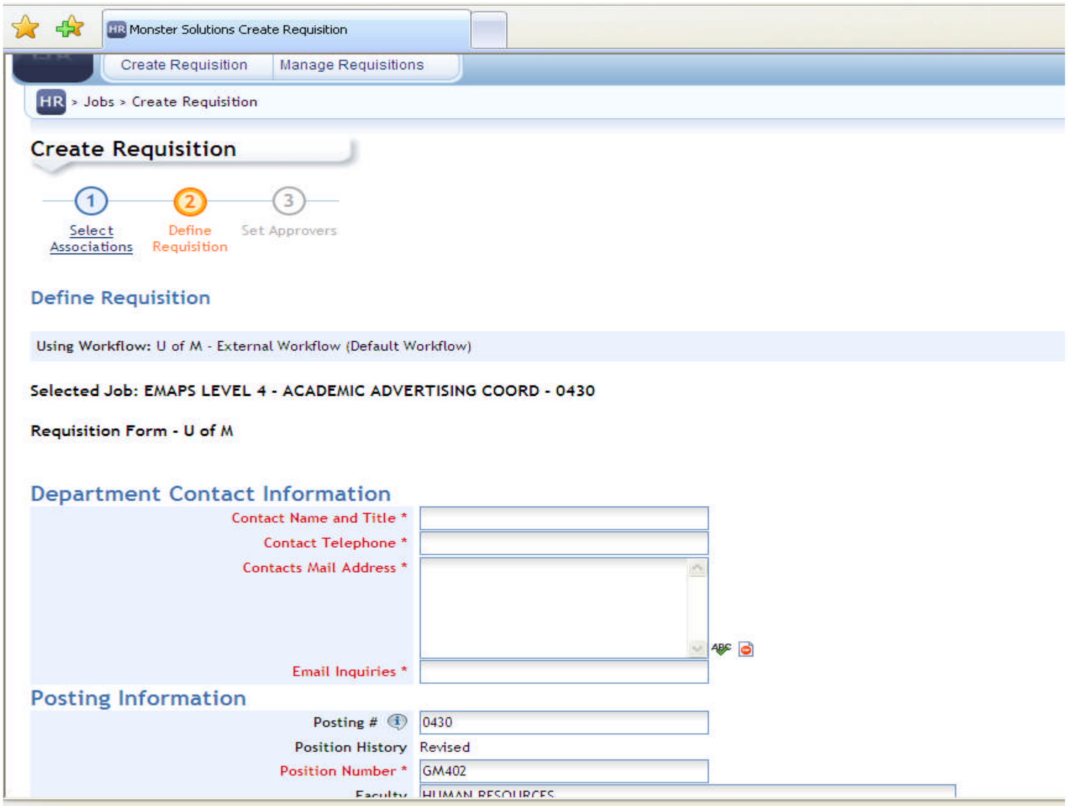
The remaining associations for the job will be populated from the VIP file feed, based on the position number you entered. Ensure that the correct information appears in terms of faculty, department, and classification*.

NOTE:** You may disregard the **Division field. This will populate when required. Although it is marked as a required field, you may proceed with it unpopulated.*

Click "**Continue"** to proceed to the **Define Requisition** screen.

DEFINE REQUISITION (STEP 2)

This is the **second step** in the **Requisition Creation** process. The form presented contains contact and posting information. Review and edit all the fields necessary for this position. ***Fields displayed in red text are required***



Moving your mouse over this icon will display any additional information you might need about a field. Enter the information for the job into the form, selecting options from the drop lists when appropriate.

SPECIFIC FIELDS WHEN DEFINING THE REQUISITION:

Email Inquiries: The email address you enter will display on the finished posting for applicants' information.

Division: Please disregard

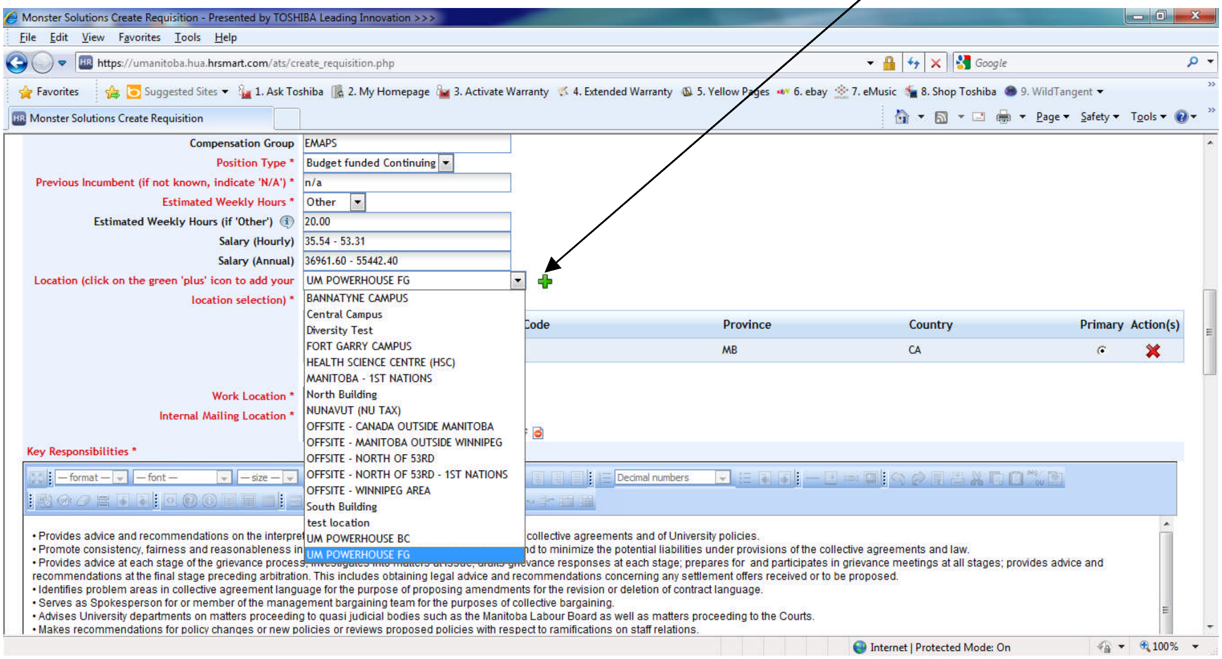
Estimated Weekly Hours: Select "Other" when you are defining a part-time position with regular weekly hours.

Estimated Weekly Hours (if "Other"): Enter the total of the hours to be worked in a week (e.g., 20.00 or 17.50)

NOTE: *The hourly and annual salary ranges will automatically populate based on information you provided from the* ***Estimated Weekly Hours and/or Estimated Weekly Hours*** *(if "Other") fields. The ranges are calculated based on current salary information from a VIP file feed.*

Location: After you select your location from the drop down menu, click .Clicking this icon will populate the table directly below the **Location** drop down area with your information.

NOTE: *You may select more than one location if required. Clicking the will populate the table with each selection you make.*



Work Location: Please indicate the actual building the employee will work in.

Internal Mailing Location: Please indicate the location where the employees mail will be sent for this position

Qualifications: Qualifications are automatically populated based on the position number entered when you first started to create the requisition. This information is generated from Human Resources created, "position profile" which matches the position number you inputted.

Key Responsibilities: Key responsibilities are automatically populated based on the position number you entered when you first started to create the requisition. This information is also generated from the associated "position profile."

# of Hires Needed: Enter the number of positions required for this requisition in numerical values only.

HR Consultant: Select the HR Consultant assigned to your unit from the drop down menu

Hiring Manager: Select the **Business Manager** who will give approval on this requisition. **NOTE:** *if* ***You*** *are the hiring manager, select your name from the drop down menu. You will have the opportunity in future steps to add additional approvers other then yourself who will be notified to approve the requisition.*

Supervisor Name: Please indicate who will be supervising the vacant position.

External Advertising: Refers to placing an advertisement through an external source (e.g., Winnipeg Free Press). Selecting "yes" will automatically send an email to the HR Advertising Coordinator, who will contact the supervisor indicated within your requisition in order to plan the external advertising.

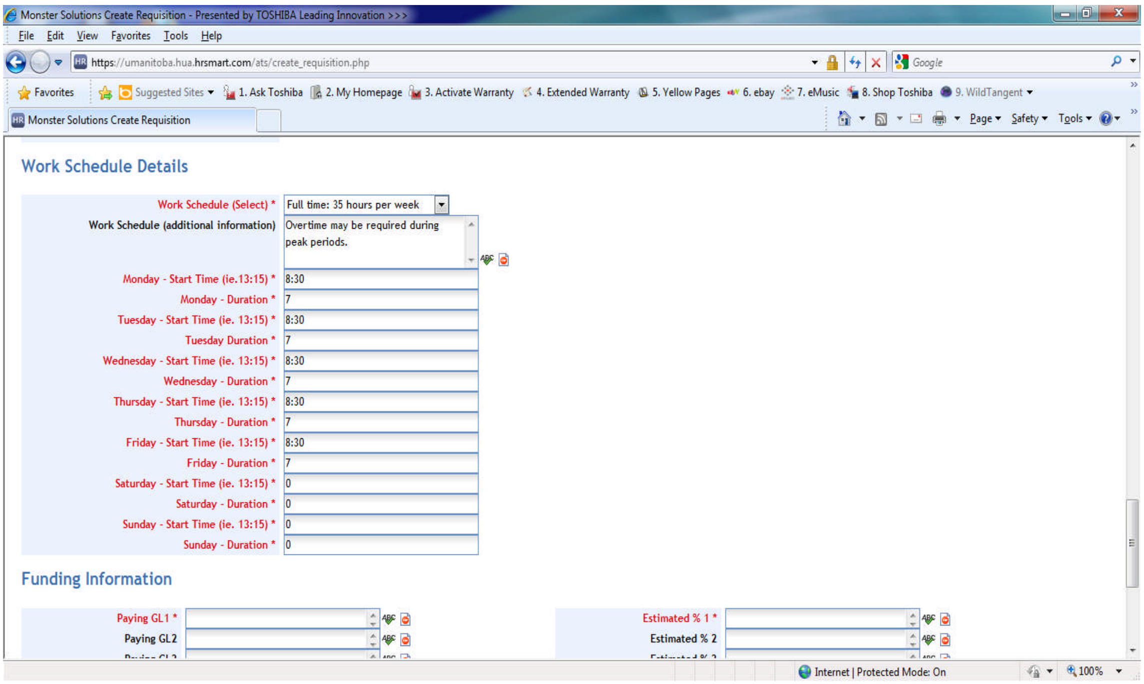
Additional Information: Once you have selected from the **Work Schedule** drop down menu, please add any additional pertinent information in the **"Additional Information"** box. This information will display on the posting.

Some examples of information typically provided:

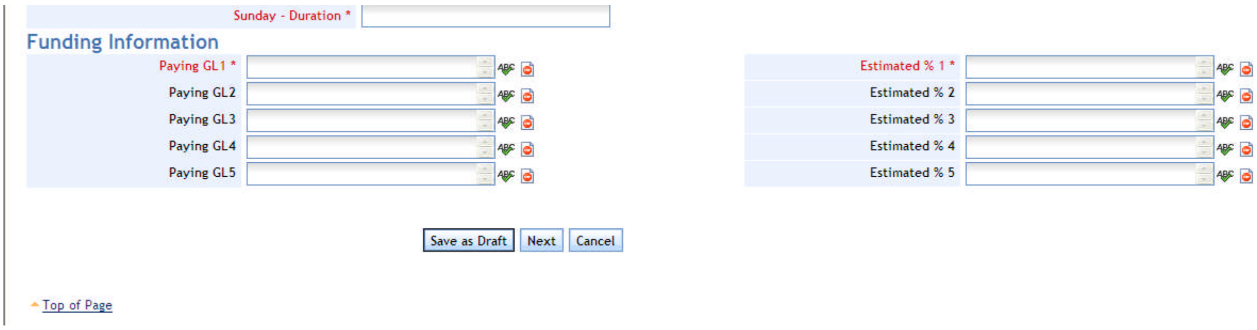
- Overtime may be required at peak periods
- This is a seasonal position subject to temporary layoffs.

Works Schedule Details: You are required to complete the schedule details. Once you have selected the weekly hours from the drop down menu, complete the required daily schedule information for <u>each</u> day. **"Duration"** refers to the number of hours to be worked on the particular day.(i.e. 7, 8)

NOTE: *Please indicate a 0 for the start time and the duration for days where an individual will not be required to work. For variable hours schedule, please indicate 0 in all fields.*



Funding Information: Please enter the 16 digit GL code (no spaces) and the corresponding payment percentage from that GL. You may enter a maximum of five paying GLs for the requisition.



NOTE: *If displays when you enter the GL code and tab (or click your mouse outside of the field), you have entered a valid GL. When displays, the GL is not a valid code. If you hover your cursor over either symbol a message will display as follows:*

GL exists

GL does not exist

***You cannot continue with your requisition until a valid GL code is entered.**

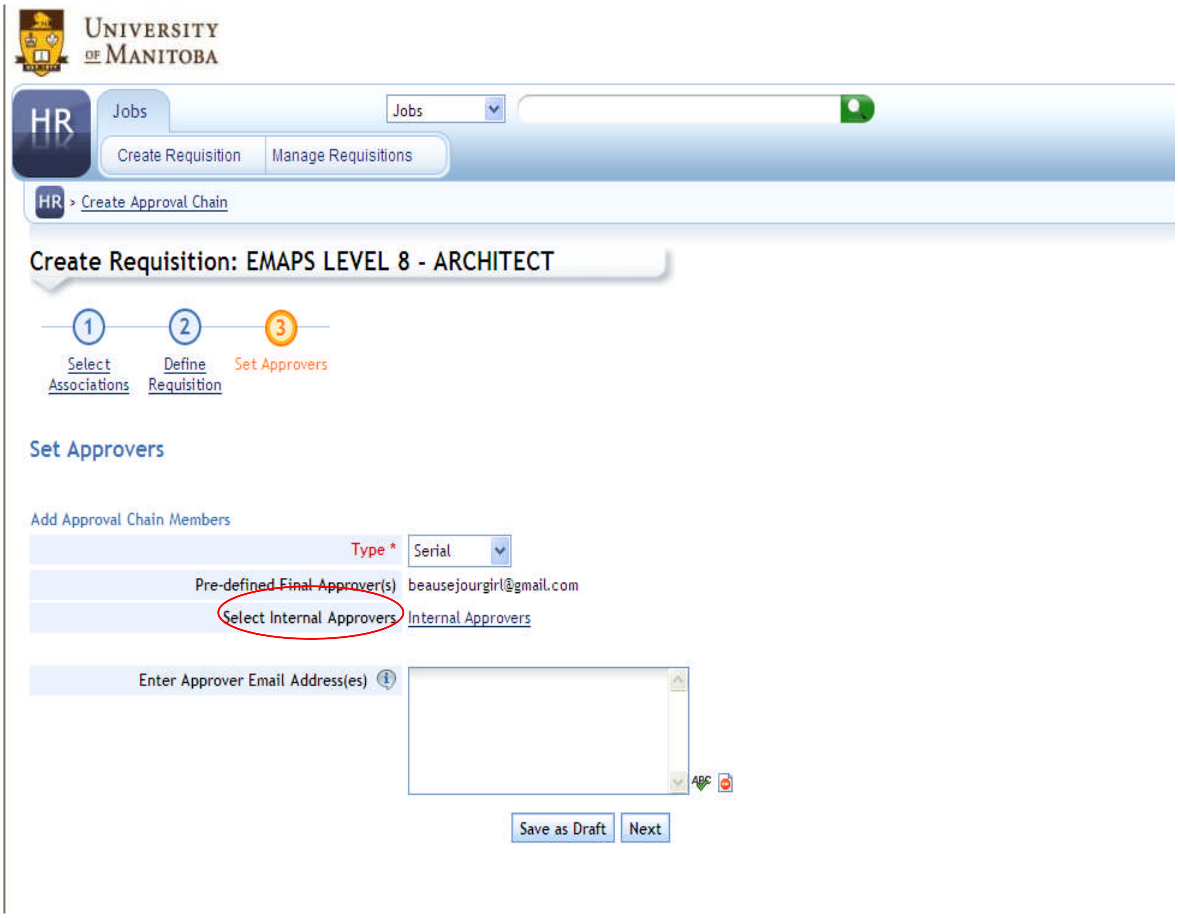
NOTE: *You may save the requisition as a draft at any point from the **Define Requisition** page.*

You may **"Save as Draft"** or click **"Next"** to continue. Clicking **"Cancel"** will cancel the requisition and empty all data from the fields. However, if you had previously saved a draft, and then clicked **"Cancel"**, you will be able to retrieve the original saved draft.

APPROVAL CHAIN (STEP 3)

Set Approvers is the third, and final, step in the **Requisition Creation** process. Depending on the faculty/department, certain approvers may be required for the Requisition

NOTE: PSUs creating a requisition **MUST** add an approver. Business Managers, if **NO** additional approvers are required then yourself, using the **"Type"** dropdown menu, choose **"Select"** and not "Serial." Choosing **"Select"** will allow you to add approvers manually if necessary. Then click **"Next"** to proceed.



1. **Type: Serial**.
    - **Serial** indicates the approvers will only be allowed to take action in the sequence in which they are set.

2. Select the **Approvers** for this requisition

There are 2 ways to add approvers:

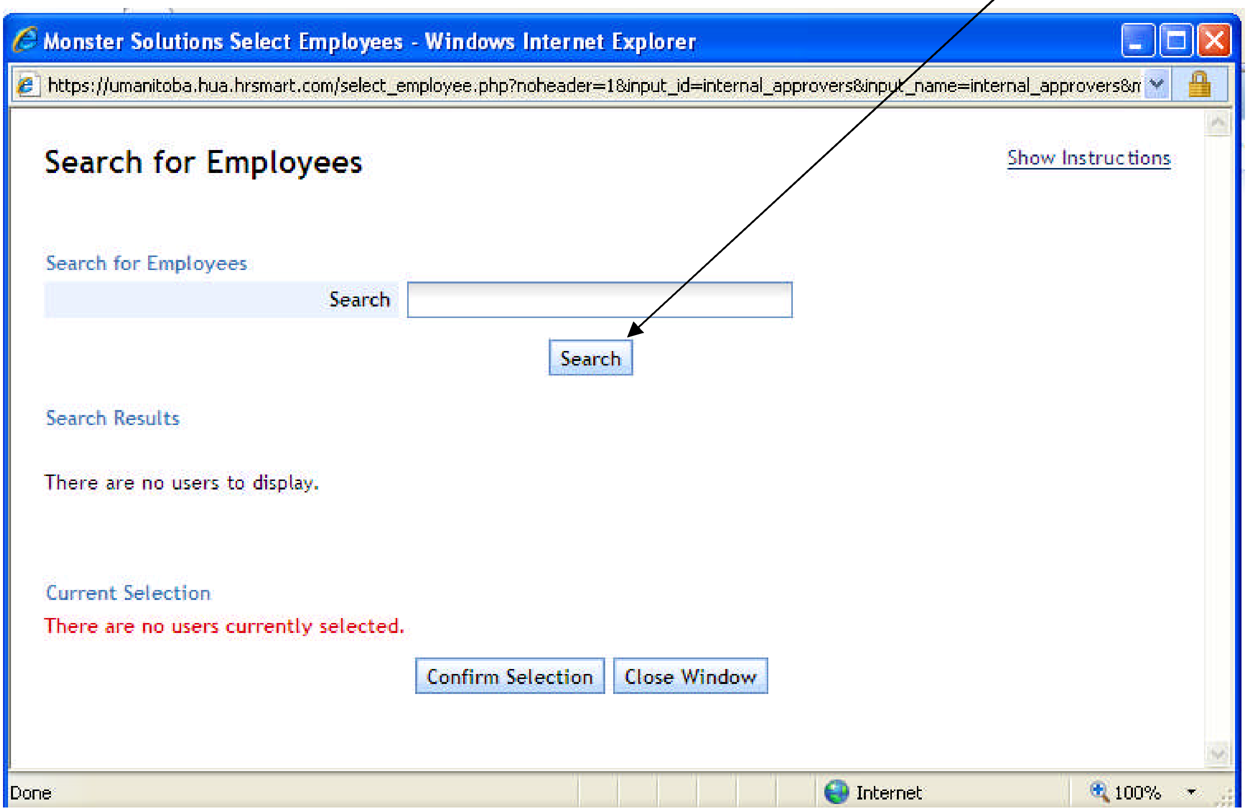
a) Select a licensed user from the Select Internal Approvers list.
b) Enter the email address of an approver manually-who is not a licensed user.

NOTE: *Do not use either of these processes to select the HR Consultant as an approver. Doing so will add the HR Consultant as an additional approver which is not necessary. The system will automatically route the requisition to HR once the final departmental approver has approved the requisition. The Consultant will receive the requisition at this last stage of the process.*

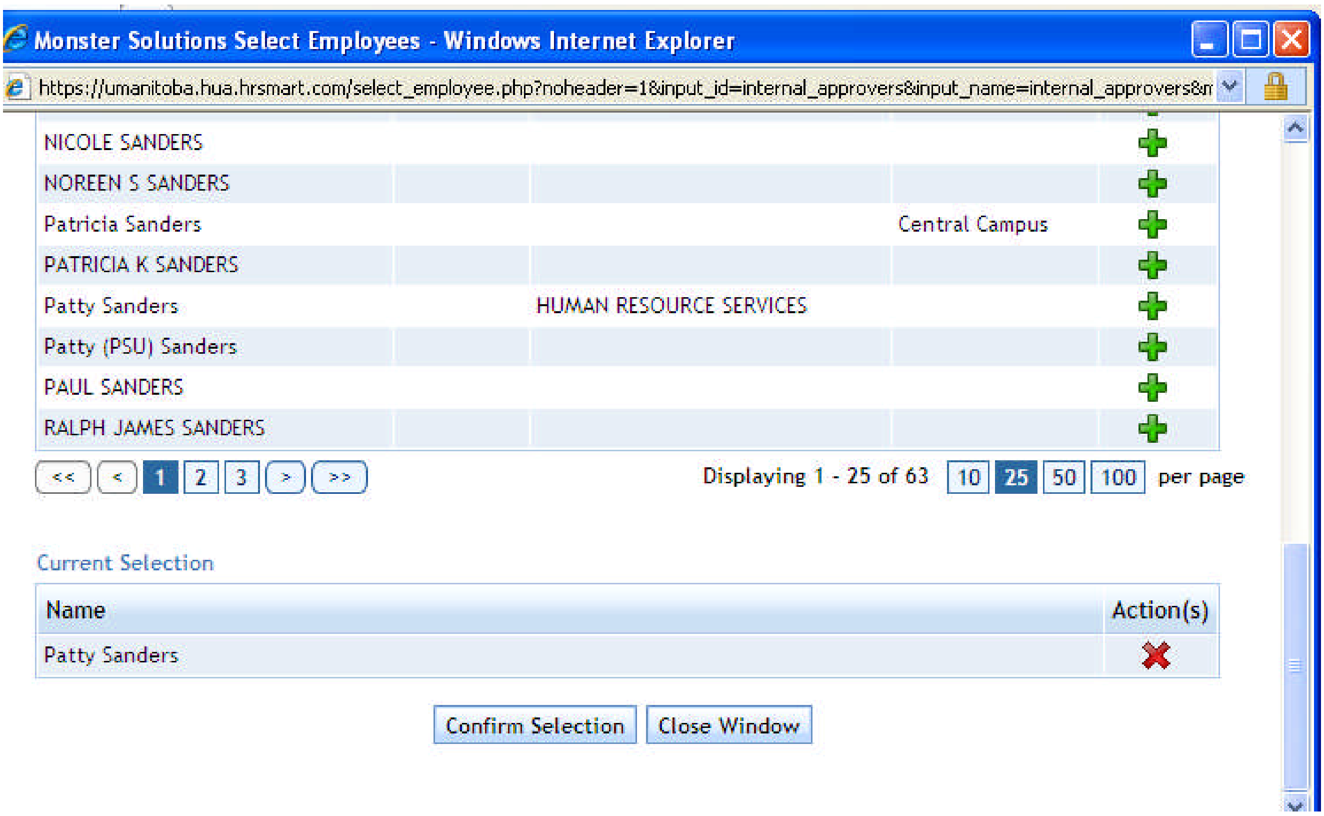
a) Selecting a licensed REACH-UM User:

- To select an internal approver who is a licensed REACH-UM user, click on the **Internal Approvers** link.

- Enter the last name of the approver in the Search field and click **"Search".**



- This list is generated from a VIP feed and is limited to licensed users.
- Scroll through the list and Click next to the approver's name.
- When you have chosen a licensed user, scroll down and click **"Confirm Selection"** or click on to remove them from your selection.
- A licensed REACH-UM user will have the option of approving/rejecting a requisition from their email message or by logging into their REACH-UM account.

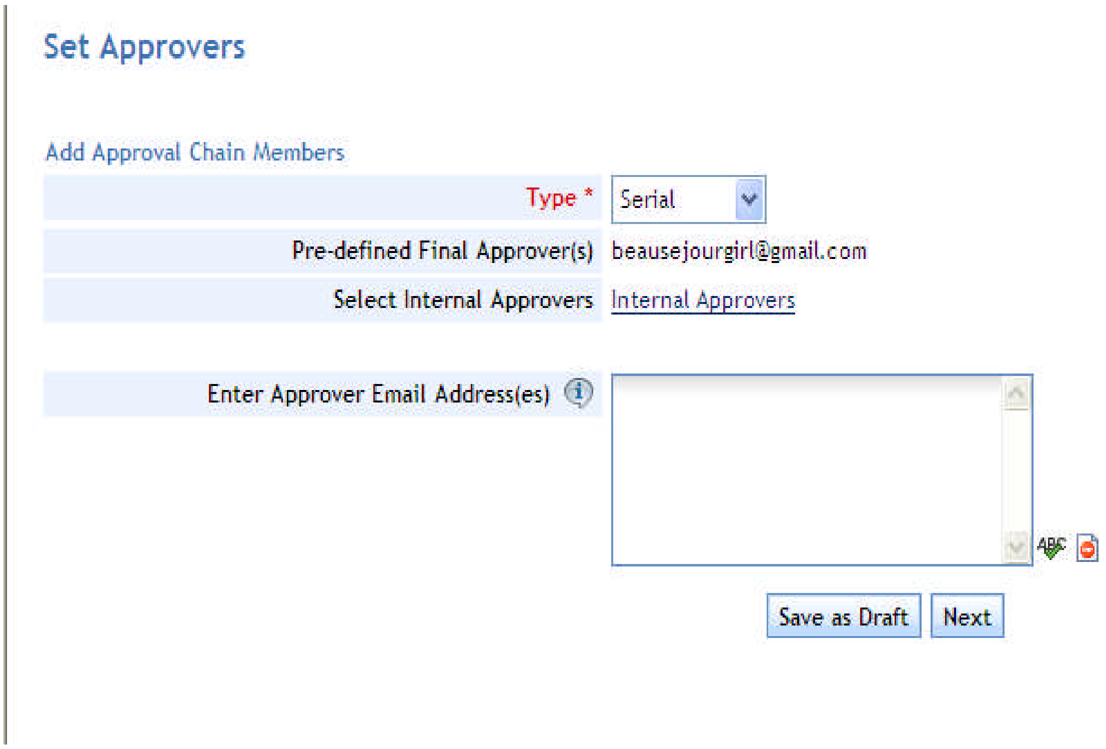


b) Select an approver manually:

- To select an internal approver who is **NOT** a licensed REACH-UM user, enter the email addresses of the approvers in the **Enter Approver Email Address(es)** text box provided and do **NOT** try to select approvers using the **Internal Approvers** list.

- Be careful to enter the email address accurately as a validation process **DOES NOT** occur.

- If the approver is **NOT** a licensed REACH-UM user, they will receive an email requesting their approval which they will be able to accept or reject from the email message.

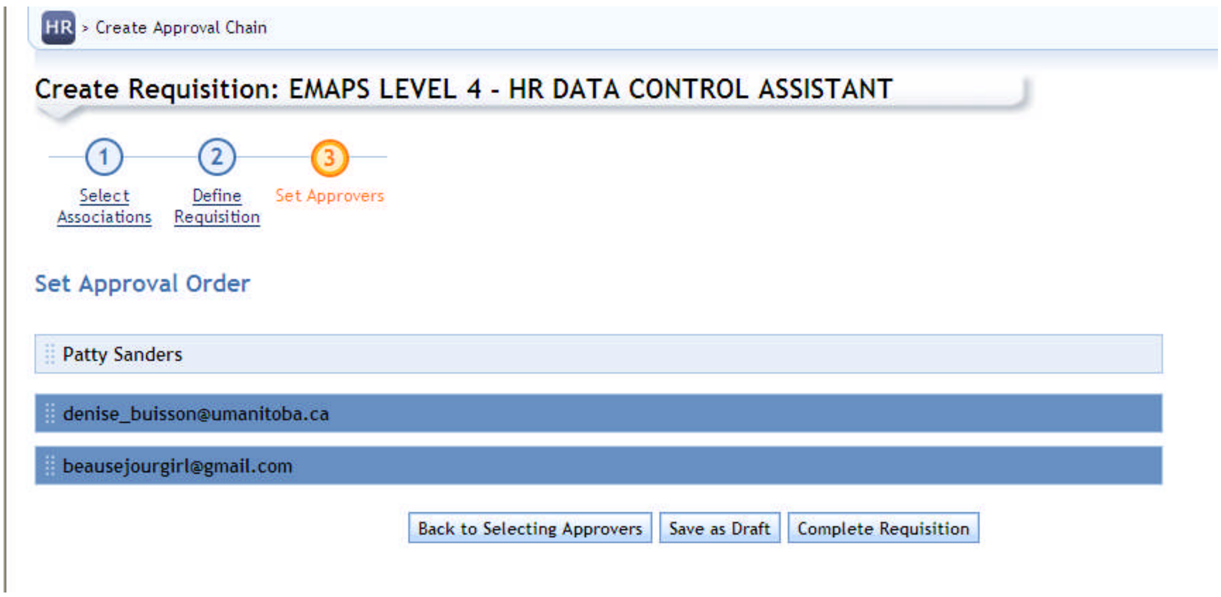


- Once you are satisfied with the approvers you have identified click **"Next."**

3. Set Approval Order

The approvers you selected should now be present on this page.

*** NOTE:** *There may be instances where email addresses are displayed that you did not choose as your approvers. These individuals have been defined as Final Approvers due to a requirement through the U of M Vacancy Management process.*



NEW GRANT-FUNDED REQUSITIONS

If you are posting a new grant-funded job you **MUST** include Budgets and Grants approval. Once you have entered your approvals, the Budgets and Grants email (budgrant@cc.umanitoba.ca) **MUST** be listed **AFTER** your department approvals as the LAST email address/approver.

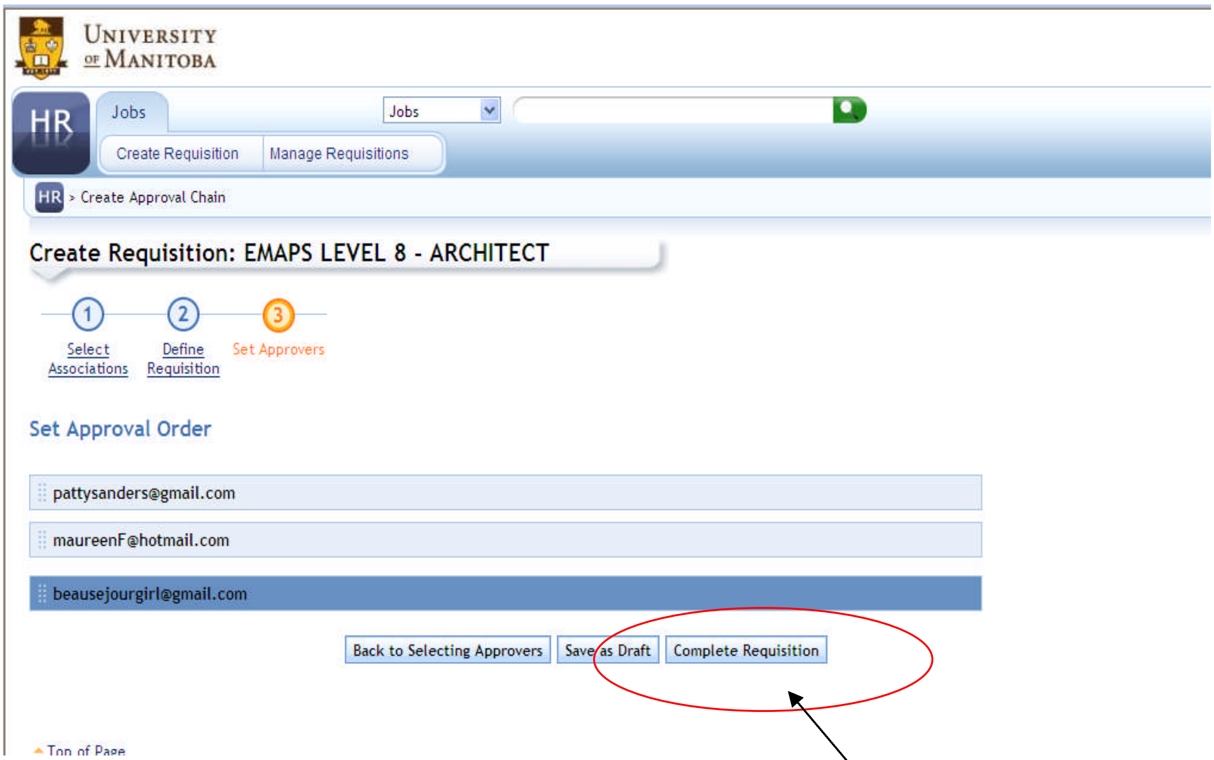
NOTE: You must manually enter the email address of budgrant@cc.umanitoba.ca for any new grant funded position. Do NOT enter the email address of your own grant accountant

Ordering Approvers

On this page, you are now given the option of ordering the approvers as desired by dragging and dropping them into sequence.

To move someone, **click** on the email address and **drag and drop** to desired sequence. If you want to delete or change an approver, click "**Back to Selecting Approvers**".

NOTE: *Emailed notifications to review the Requisition will be sent in the order you selected.*



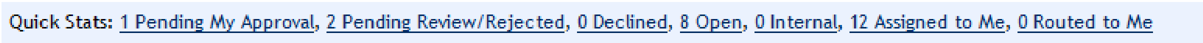
Once have the correct approvers and in an accurate sequence, click '**Complete Requisition**' to finish the creation process. Doing so will launch an email to the first Approver in the list.

Your page will refresh to the **Manage Requisitions** screen with a confirmation message that your Requisition was created.

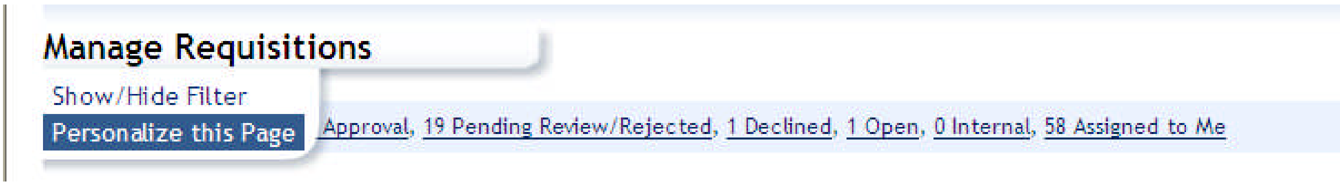
MANAGE REQUISITIONS

QUICK STATUS

This section displays statistics of your **Requisitions** with links to filter the **Requisition Listing**. Use these links to quickly filter the Listing to see only those particular Requisitions.

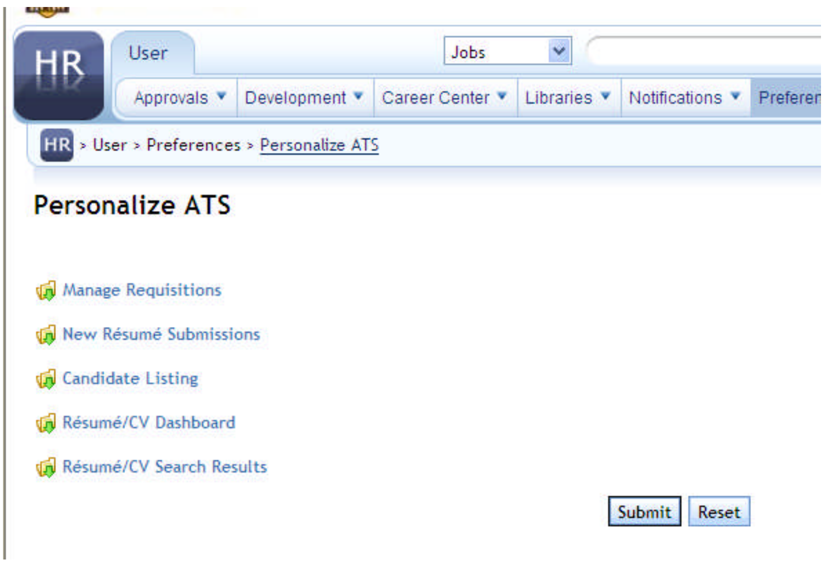


PERSONALIZE THIS PAGE



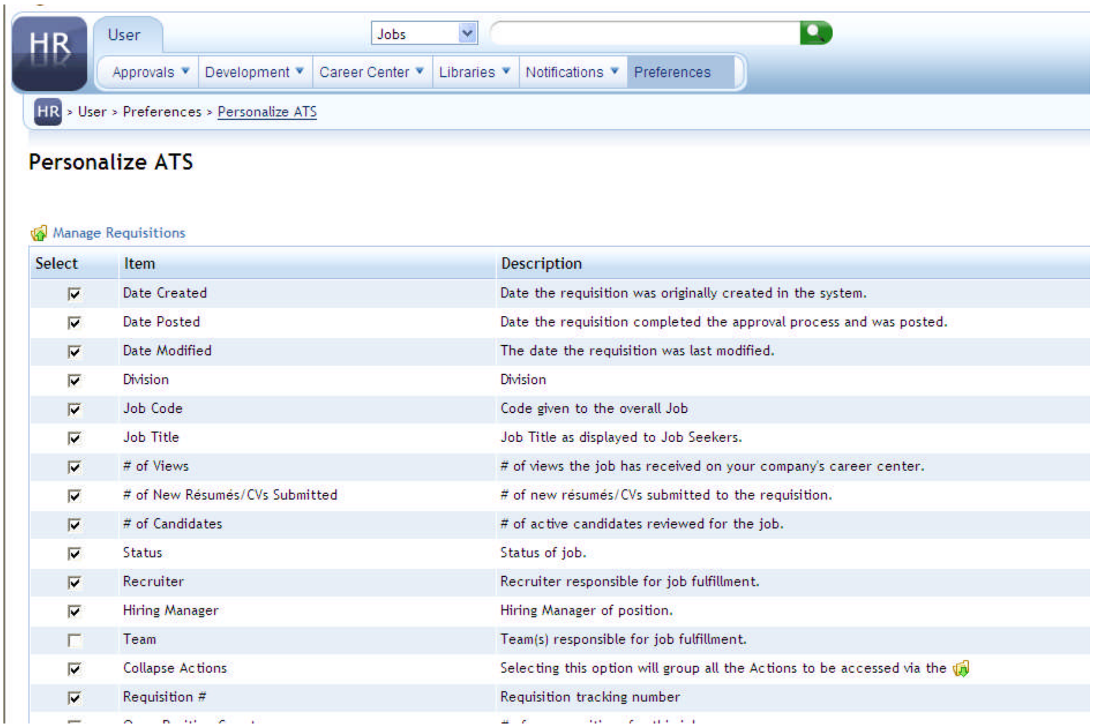
The system allow for you to personalize your Manager Requisitions page with the fields you would like to see and allows for you to remove fields you will not utilize. In order to personalize your **Manage Requisitions** page, hover over the **"Manager Requisitions"** text box and two options will appear: **"Show/Hide Filter**" or **"Personalize this Page."** Click **on "Personalize this Page."**

You will be directed to the **"Personalize ATS"** page where **five** categories will be available for you to personalize and edit: Manager Requisitions, New Resume Submissions, Candidate Listing, Resume/CV Dashboard, Resume/CV Search Results.



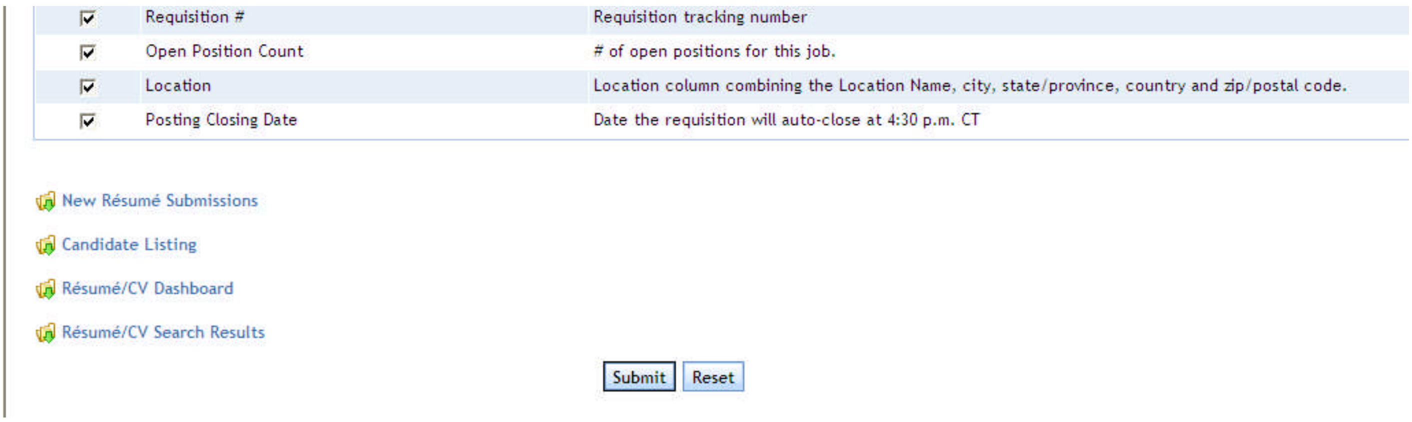
By clicking on the action icon, a list of items with descriptions will appear for each of the categories. At this point you are able to Select or unselect by removing the check box next to each item if you do not want it to appear in the corresponding view.

For example, if you unselect **"Date Created"** within the Manage Requisition category, **"Date Created"** will no longer appear in a column when you are in the Manager Requisitions page.



Select	Item	Description
☑	Date Created	Date the requisition was originally created in the system.
☑	Date Posted	Date the requisition completed the approval process and was posted.
☑	Date Modified	The date the requisition was last modified.
☑	Division	Division
☑	Job Code	Code given to the overall Job
☑	Job Title	Job Title as displayed to Job Seekers.
☑	# of Views	# of views the job has received on your company's career center.
☑	# of New Résumés/CVs Submitted	# of new résumés/CVs submitted to the requisition.
☑	# of Candidates	# of active candidates reviewed for the job.
☑	Status	Status of job.
☑	Recruiter	Recruiter responsible for job fulfillment.
☑	Hiring Manager	Hiring Manager of position.
☐	Team	Team(s) responsible for job fulfillment.
☑	Collapse Actions	Selecting this option will group all the Actions to be accessed via the
☑	Requisition #	Requisition tracking number

Once you have made your selections to remove or add options, scroll down the page and click "Submit" or "Reset."



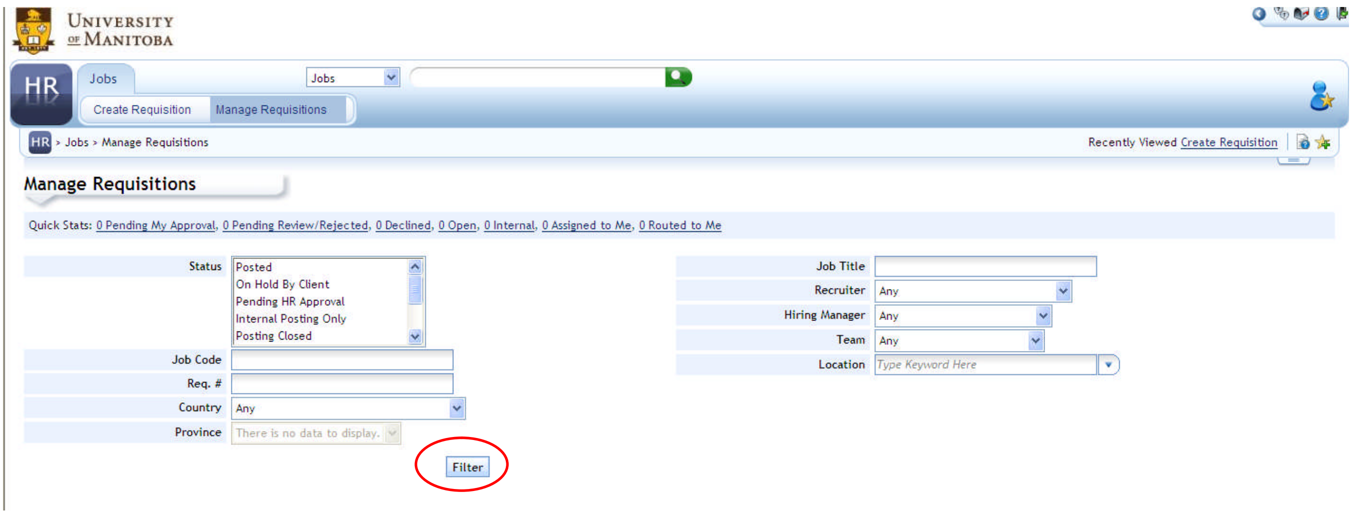
☑	Requisition #	Requisition tracking number
☑	Open Position Count	# of open positions for this job.
☑	Location	Location column combining the Location Name, city, state/province, country and zip/postal code.
☑	Posting Closing Date	Date the requisition will auto-close at 4:30 p.m. CT

You have now successfully personalized your ATS (Applicant Tracking System)!

SEARCH REQUISITIONS

To find a specific requisition, roll over the **Manage Requisitions** screen title and click the **Show/ Hide Filter** option.

Enter as much or as little search criteria as needed into the search form that is displayed. Click **Filter** to run the search.



The results are displayed in the table below. The **Filter** options that were selected or entered are displayed along with the option to **clear** the filter and return **Manage Requisitions** to its original listing is displayed above the filter.

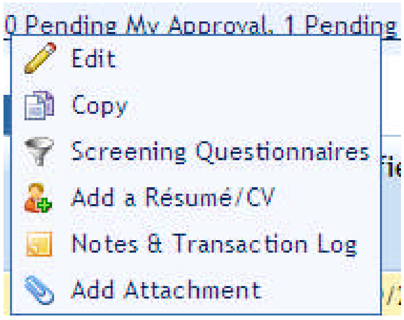
REQUISITION LISTING

Click on **"Manage Requisitions"** to display a list of all of the **Requisitions** that are assigned to you.

The **Action(s)** column displays one option.
= Click this icon to view the **additional actions** that you can take on a Requisition.

Additional Actions:

= Edit the requisition
= Copy the requisition
= Click this icon to add a **Screening Questionnaires** to a particular requisition.
= This icon will allow you to **Add a Resume** to the requisition.
= Notes & Transaction Log. Click this icon if you need to **add or view any notes** on this requisition or to see its **modification history**.
= Add or view **Attachments** by clicking on this link.



When applicable, the appropriate column will contain a icon to indicate that action has been taken, such as assigning a Screening Questionnaire The following explain the acronyms used on the screen.

SQ = Screening Questions.
CP = Cross-post *** not applicable***

To view a job's details, click on the **Job Title** link.

The **Views** column displays the number of times the job has been viewed on your website.

The **New** column displays the number of resumes that have been submitted to the Requisition and have not been reviewed or acted on. Click on the number to see a list of the resumes.

The **Candidates** column reflects the number of resumes submitted that you have selected as Candidates for the Requisition. Click on the number to view and manage each candidate.

The **Status** column displays the status of a Requisition and the ability to change it. Click on the link to view the options page.

The **Recruiter (HR Consultant)** column displays the person assigned to fulfilling the Requisition

CHANGING THE REQUISITION STATUS

Status(es) of a Requisition can be manually changed at any time in the recruiting process.

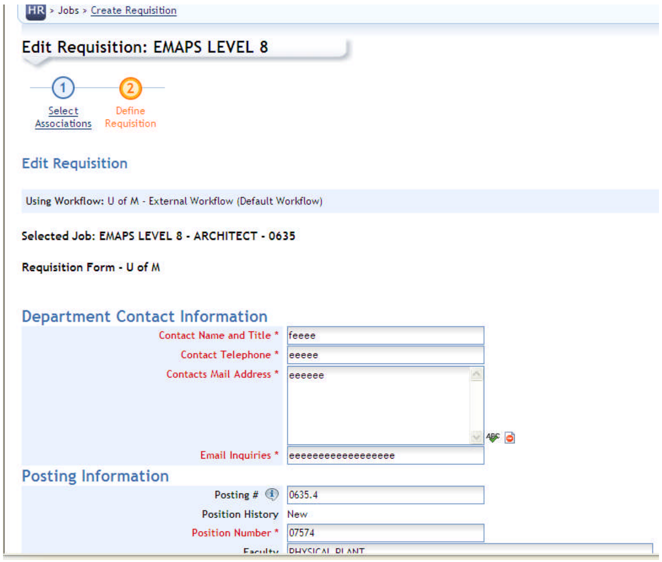
NOTE: *Each change is documented and the system keeps track of the change history.*

ACTIONS

EDIT

To edit a Requisition, click the icon to see additional action. A list will appear and the edit icon will be available. Click the edit icon to begin editing the Requisition.

The **"Edit Requisition"** page will be displayed.



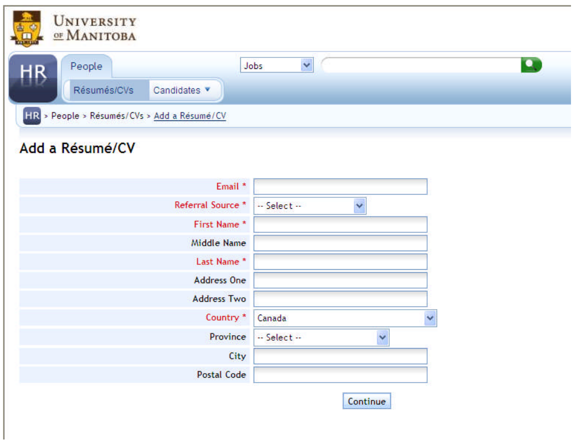
Make your required edits. Once your edits are complete, scroll down to the bottom of the page and click **"Save Changes."** Your changes will appear in real time.

ADD A RESUME

Hiring Managers and HR Consultants can add a resume on behalf of an applicant. To add a resume to a Requisition, click this icon. You will be presented with the **Add a Resume** form.

This option allows you to enter a resume into REACH-UM by the copy & paste method. If you have the resume in an electronic format, use the "**Upload a Resume**" feature for faster insertion.

This is an easy two-page process. First, enter all the requested contact information into the fields. This process will create a user account for the individual on the system. Please ensure that the individual does not have a current account within REACH-UM.

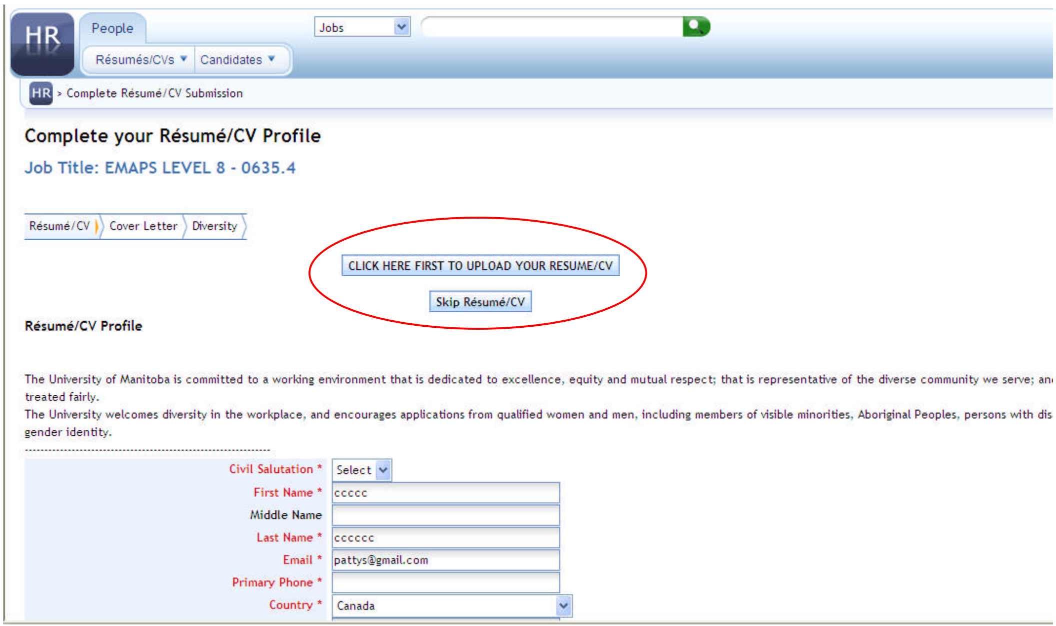


We strongly encourage you to direct applicants to create a profile and add their own resume within REACH-UM.

Then click "**Continue**".

COMPLETE YOUR RESUME/CV PROFILE

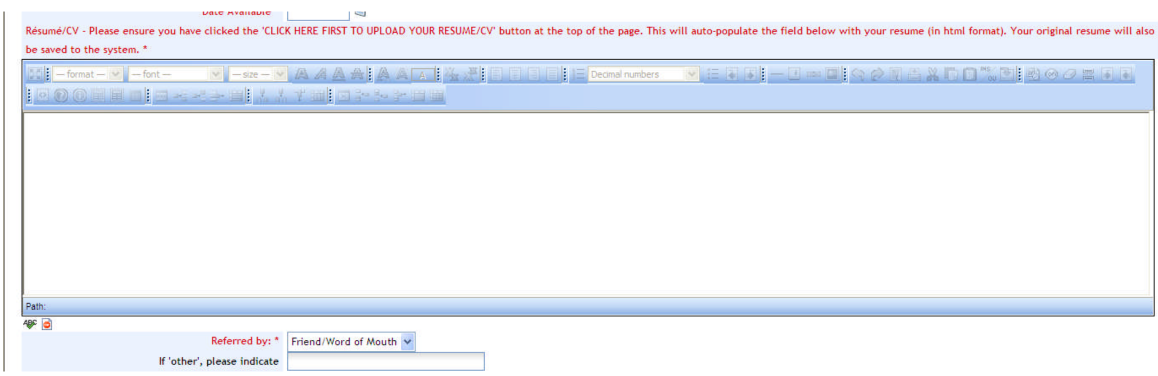
The next page will refer to the person's resume content. If you have an electronic version of the individual's resume, use the **"Upload a Resume"** feature for faster insertion.



The resume body input field, called a **DHTML editor,** acts much like a word processing application, allowing font selection, color, bold, italics, bullet points, etc.

If you have uploaded the individuals resume, the text should appear in the resume body field.

You also have the ability to copy and paste or type the data into this field. To modify any or all of the text, use your mouse to click at the beginning of what you'd like to modify and drag the mouse to the end of the desired text, leaving the mouse button depressed as you drag. This will highlight the text. Once highlighted, click on the appropriate icons located above the text field, to apply a specific attribute to that text.



Two options at the bottom of the form will allow you to either attach this individual to a Requisition or invite him/her to submit their resume to the selected Requisition.

Upon completion, click the **'Submit'** button.

FIND MATCHING RESUMES * not applicable at this time*

Clicking this option will have the system search all of the resumes in the database for matches to the Requisitions details and requirements. This is using our conceptual match feature based on details of the Requisition and details of each resume.

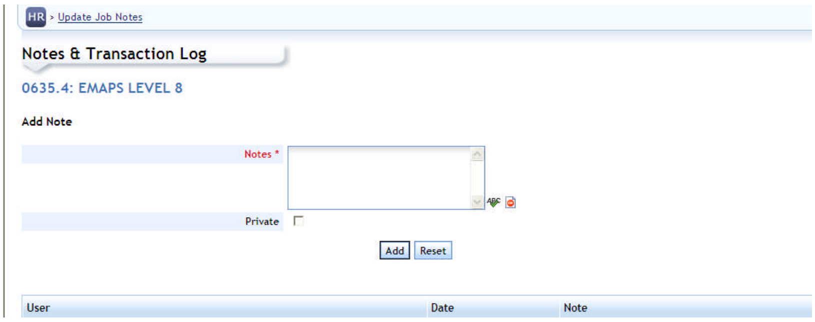
FIND MATCHING EMPLOYEES * not applicable at this time*

This option performs the same as the “Find Matching Resumes” however; it will only search the Employees that have created a resume in the system.

NOTES & TRANSACTION LOG

This feature has two purposes: to allow a user to enter notes pertaining to the requisition and to view any modification history. Each change to the requisition, such as a change in the Supervisor or Building Location, will be displayed in a table at the bottom of the page.

NOTE: *Until you have checked off the **Private option**, your notes are viewable to all users with access. Leaving the **Private option** unchecked, will leave the note viewable. Check Private for the requisition to be only viewable to you.*

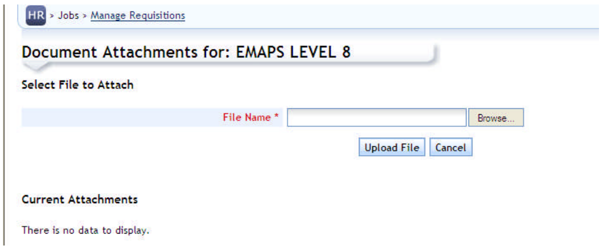


ATTACHMENTS

You can add attachments to a Requisition using this feature.

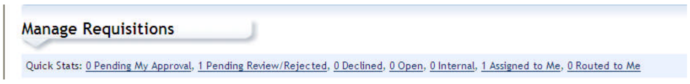
Click on the icon in the "Actions" column and then click the icon.
Click the **Browse** button to search for the file on your hard drive or network, and click **Upload** to attach it.

The file size limit is 100K. Attachments that have already been added will show in the **"Current Attachments"** area below.



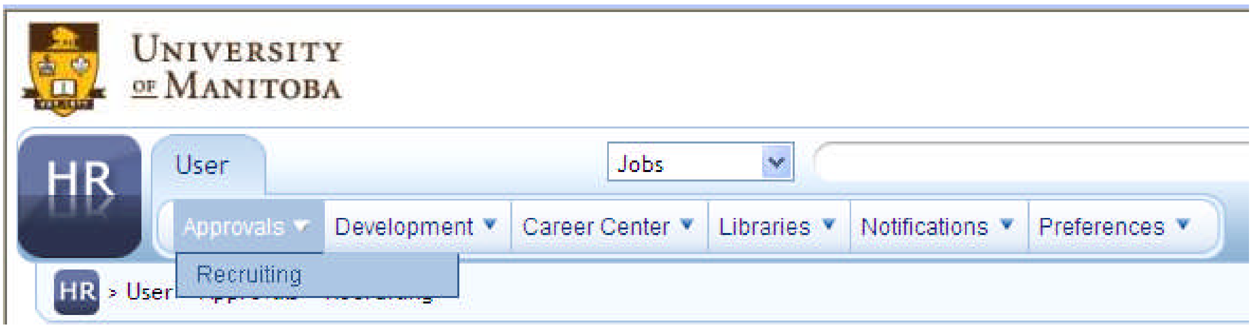
NOTE*: There is a limit of five (5) attachments that can be added to any one requisition. For example: a Justification Letter can be attached.*

MY PENDING APPROVALS



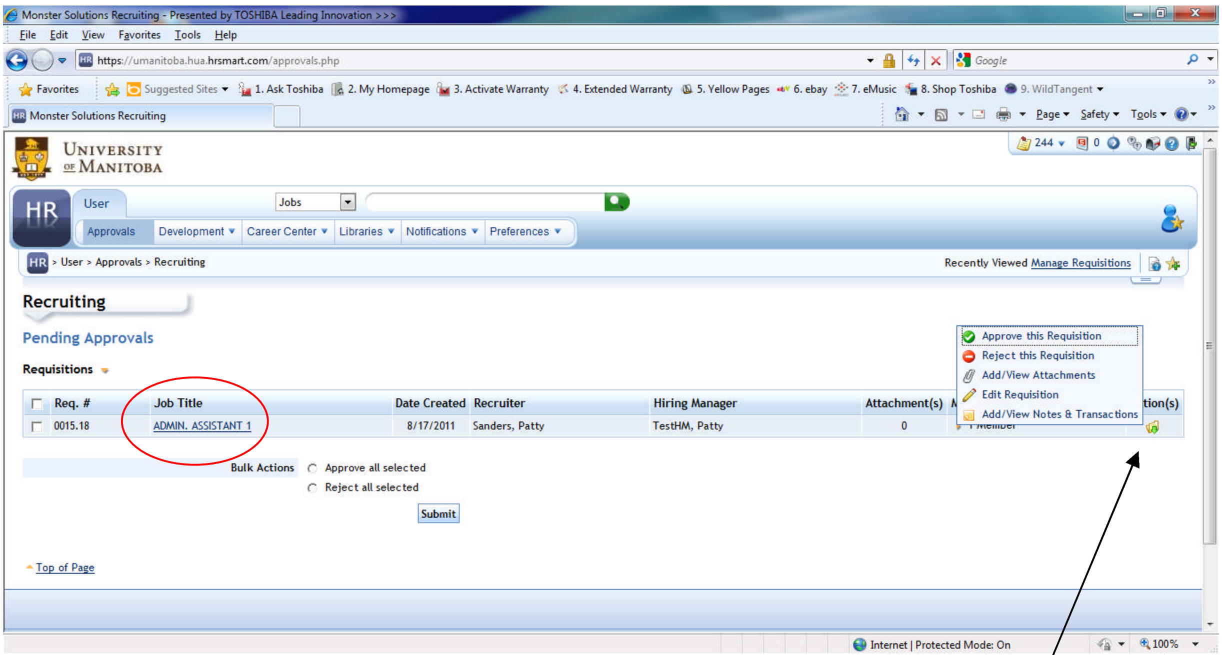
When a Requisition is created that needs your review to approve or reject, you will receive the approval email notification in your inbox.

As a user of REACH-UM, you may approve/reject requisitions either via your email or from within REACH-UM.



APPROVING A REQUISITION

To approve within REACH-UM, click on the **HR** logo, then **User**, **Approvals** and **Recruiting**. Then hover over **Recruiting** and click on **"View All Pending Approvals."**



To **View** the details of the requisition, click on the hyperlinked **Job Title**.

To **Edit** the requisition, click on the **More Options** icon located in the **Action(s)** column and select **Edit** from the drop down menu.

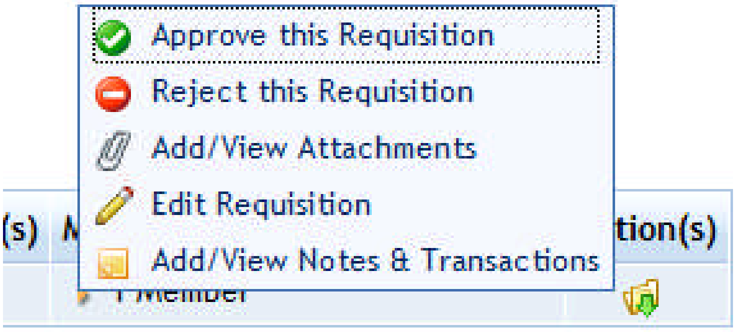
To approve a requisition, click the **More Options** icon and click the **Approve** icon.

Enter your approval comments as desired and click the **Approve** button.

- Alternatively, you may approve more than one requisition at the same time by checking the box next to the requisitions, checking the **Approve all selected** option, and clicking the **Submit** button.

REJECTING A REQUISITION

To reject a requisition, click the **More Options** icon located in the **Action(s)** column and click the **Reject** icon.



Enter your rejection comments and click the **Reject** button.

- Alternatively, you may reject more than one requisition at the same time by marking the box next to the requisitions, marking the **Reject all selected** option, and clicking the **Submit** button.
- When you reject the requisition, the requisition is immediately sent to the creator of the requisition. The creator will be able to access the rejected requisition through their **"Manage Requisition"** page and will have a status of **"Posting Declined by Department."**

*NOTE: If you are the creator of a requisition and one of your approvers does not approve, you will also find the requisition in your **Manage Requisition** page and will also indicate the status of: **"Posting Declined by Department."***

RESUBMITTING A REQUISITION

To resubmit a requisition, first make any necessary edits by:

- Accessing the requisition through your Manage Requisition page
- Click on the folder next to the requisition and out of the options that appear, click **"Resubmit Rejected Requisition."**

- The page will refresh to show the originally submitted requisition, where you can now make any edits and changes required
- Once finished editing and ready to resubmit, click “Next”
- You will then be taken to the “Set Approvers” page
  NOTE*: The original list of approvers which you set up when submitting the requisition for the first time will still be available*
- If required, you can alter your approvers. Once satisfied with the approvers, click **“Complete Requisitions”.**
- Your edited requisition will be resubmitted and sent through your approval chain.

APPROVAL ICON LEGEND

= **Approve** the Requisition. Clicking this action will ask you to confirm and enter any comments if desired.

= **Reject** the Requisition. Clicking this action will ask you to confirm and enter comments about the rejection. If indicated in the Workflow, entering a comment upon rejecting a Requisition may be required.

= To **edit** the details of the Requisition, click this icon.

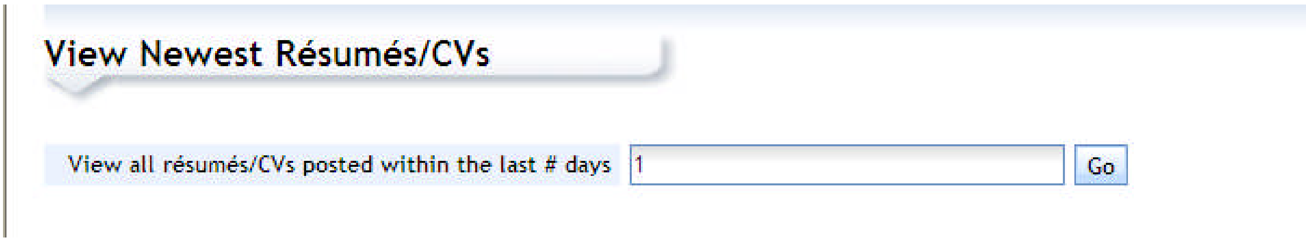
= To **add or view notes**, including the transaction history of the Requisition, click this icon.

= To **add or view attachments** on the Requisition, click this icon.

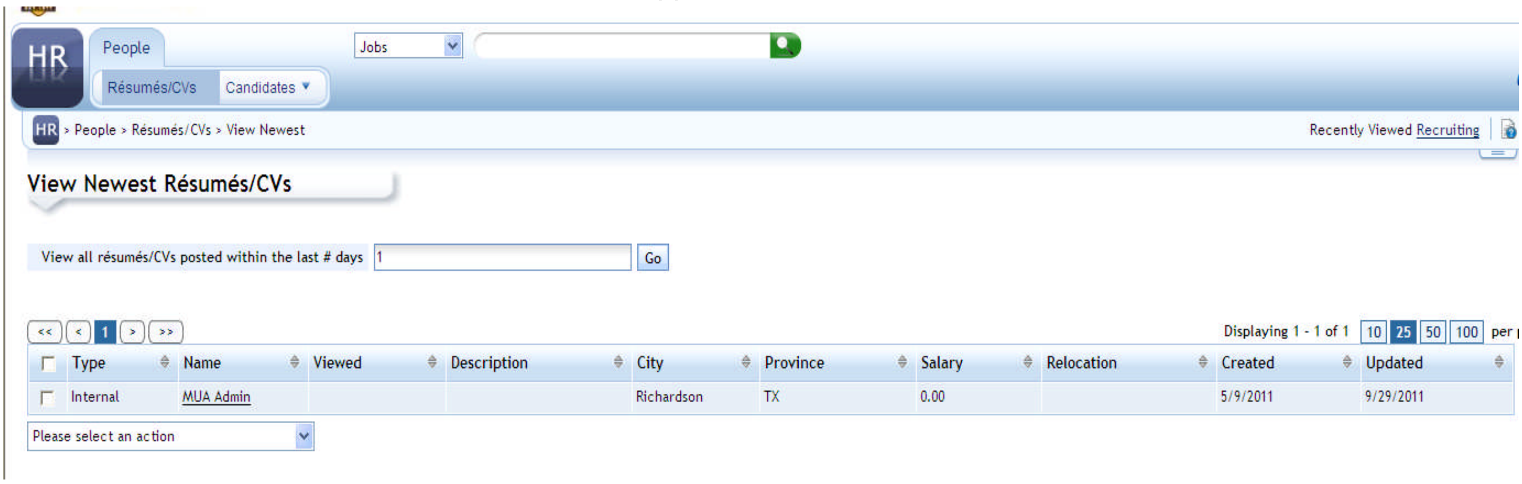
VIEW NEWEST RESUMES

You can view a list of the resumes entered into the system within a specified number of days. By default, the system will initially show all resumes entered within the last day.

Enter the number of days in the field provided then click **"GO"**. The results page will display everyone posted in that number of days.



Click on a Job Seeker's **hyperlinked** name to access the Resume Dashboard. The "**Type"** column indicates whether the resume is from an applicant who is External, Internal, etc.



RESUME/CV DASHBOARD

Each time you click on a **Job Seeker's** hyperlinked name within REACH-UM, their **Resume Dashboard** will display.

The purpose of the **Resume Dashboard** is to give the **User** a "one-stop" area to easily access the individual's information, take actions and see all of the individual's activity.

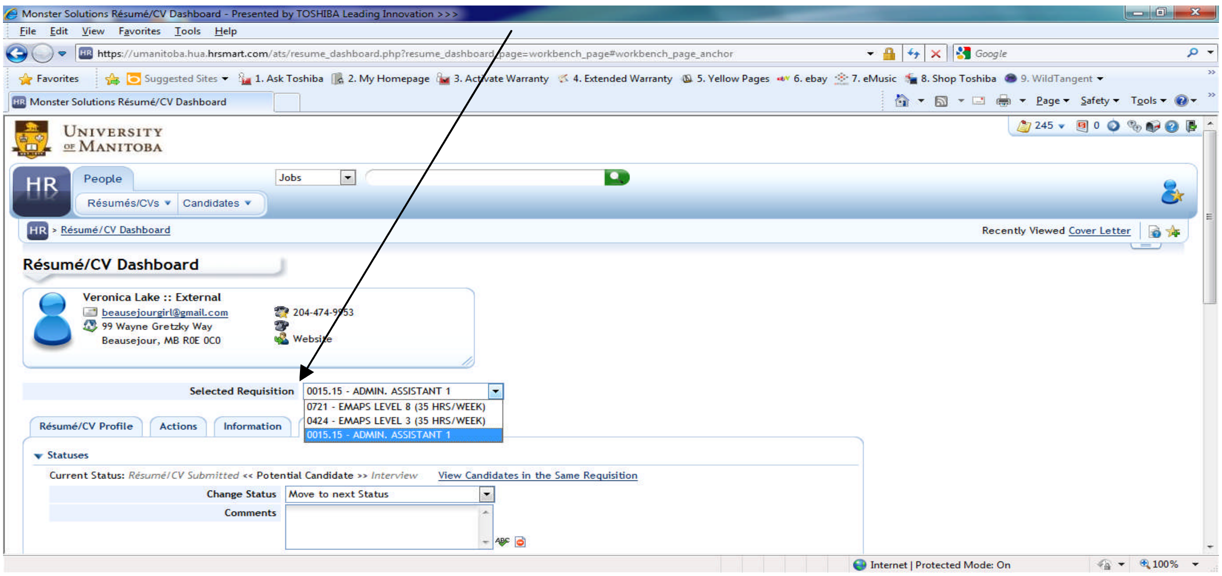
NOTE: ***You only have access to the Resume/CV Dashboard of job seekers who have applied to your requisitions.***

CONTACT INFORMATION

The **Resume/CV Dashboard** is comprised of various sections of information about a Job Seeker. For instance the individual's contact information is displayed at the top of their Resume/CV Dashboard, which includes their email address, home address and phone number.

SELECTED REQUISITION

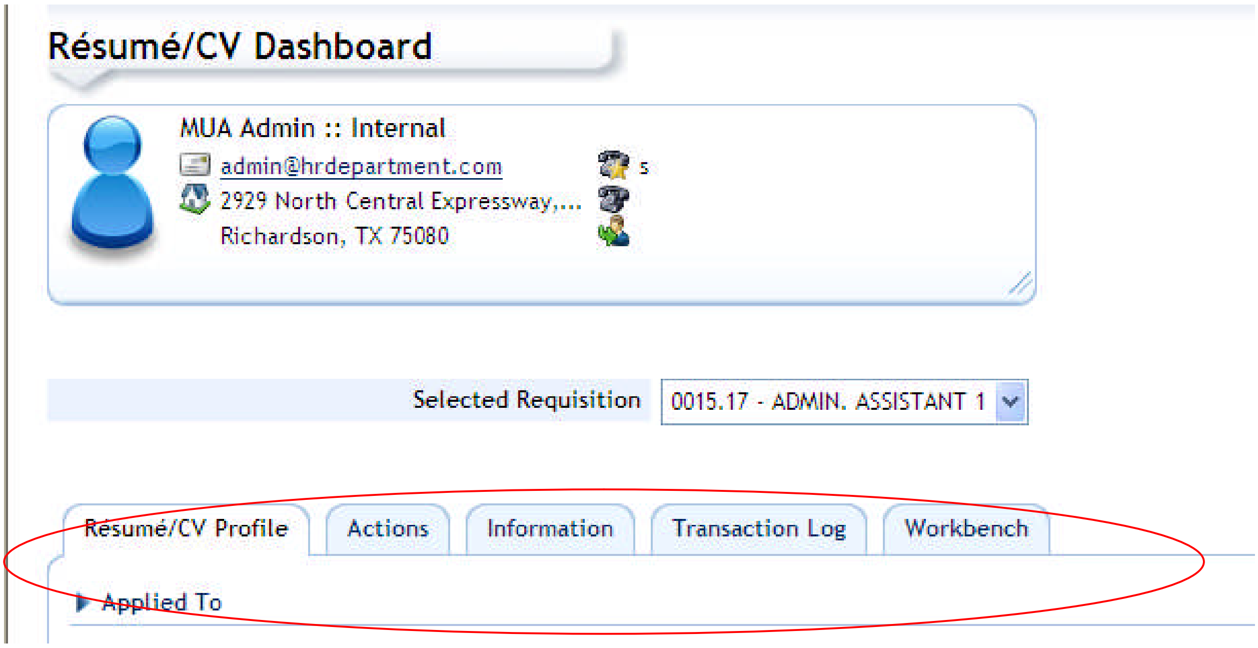
Beneath the contact information is the **Selected Requisition** drop down menu. Ensure that the correct requisition number is displaying in this field. This field displays any of the requisitions the individual as applied to. At any point you may select a requisition number from this drop down menu to view the applicant's resume and other information that was submitted for that particular requisition



TAB MENU:

The Resume/CV Dashboard contains a variety of menu options which are displayed within the horizontal tabs.

Clicking on these tabs will display a variety of menu options.

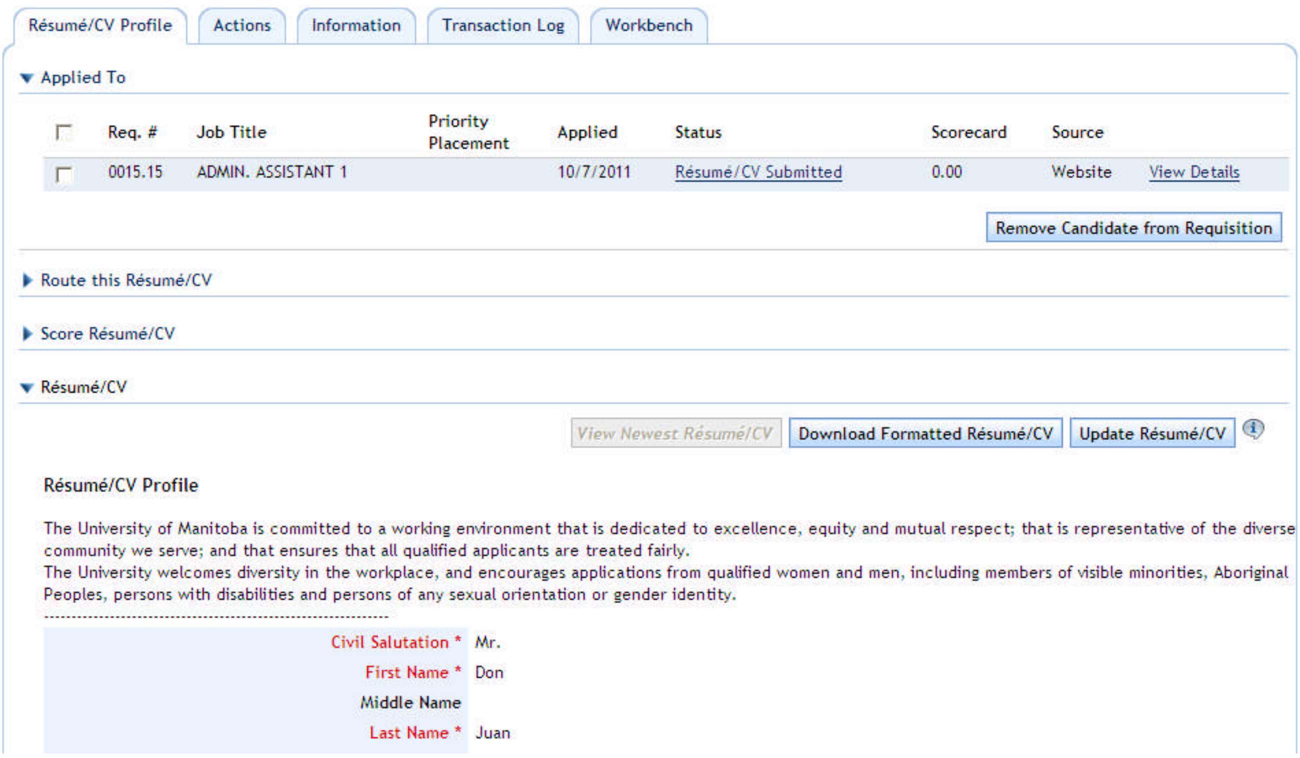


RESUME/CV PROFILE

>Applied To: Clicking on this will display any or your unit's requisitions to which the individual has applied.

>Score Resume/CV : Not applicable at this time.

>Resume/CV – Clicking on Resume/CV allows you to download the individual's formatted resume.



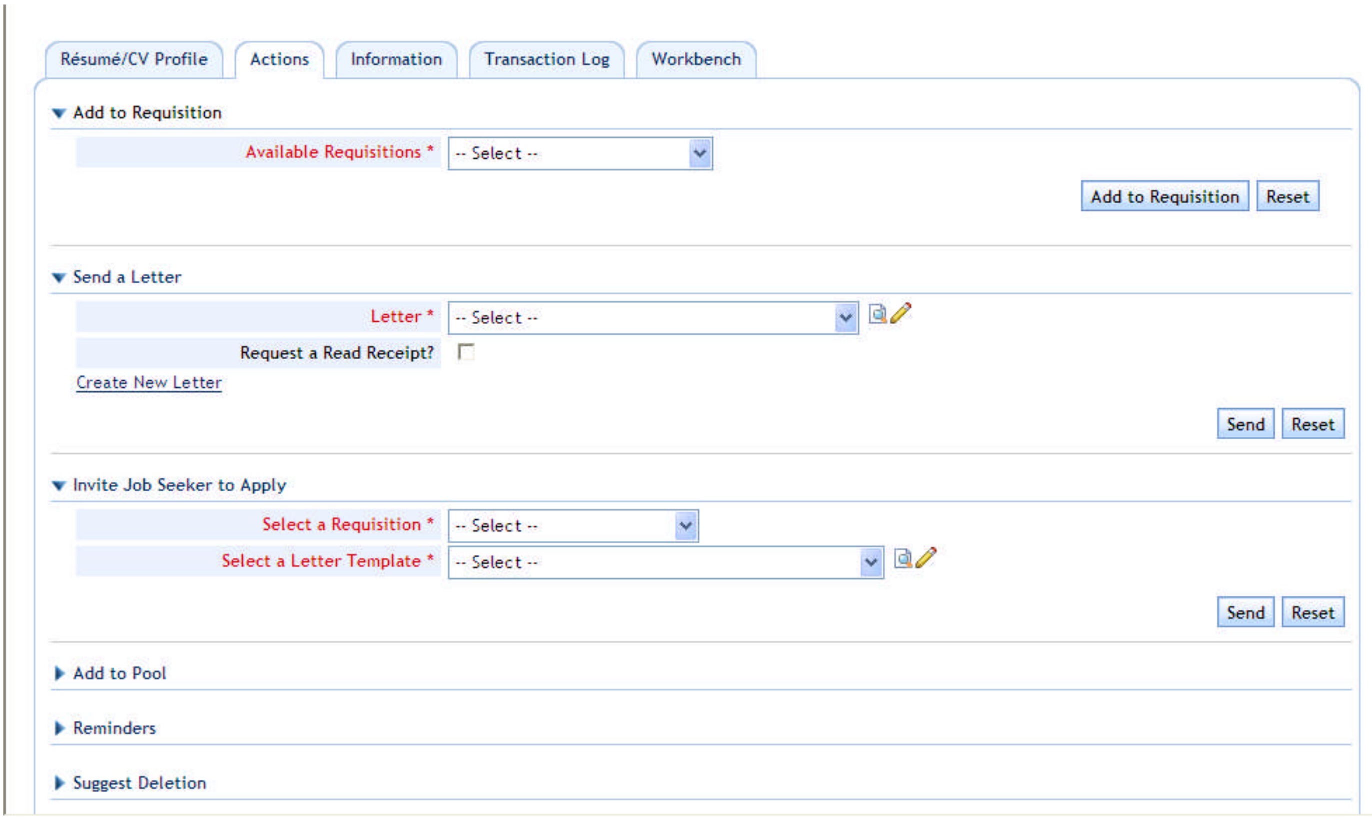
ACTIONS

>**Add to Requisition:** This option allows you to attach the job seeker's resume to one of your Requisitions. Select the appropriate requisition from the **"Available Requisition"** drop down list displayed and click the **"Add to Requisition" button".** The job seeker will be placed into the **"Resume Submitted"** status.

>**Invite Jobseeker to Apply – *Not applicable at this time**

>**Reminder(s) -** You can set a reminder for yourself regarding this resume.

>**Suggest Deletion *Not applicable at this time.** This step allows you to recommend the deletion of the resume from this requisition



INFORMATION

>Social |Profile -***Not applicable at this time.**

>Interview Results – ***Not applicable at this time.

>References -***Not applicable at this time.** Users can log information received from a job seeker's references here; as well as score the references in relation to the Requisition to which the job seeker applied.

>Cover Letter – If the candidate has included a cover letter for this requisition, you may view it here.

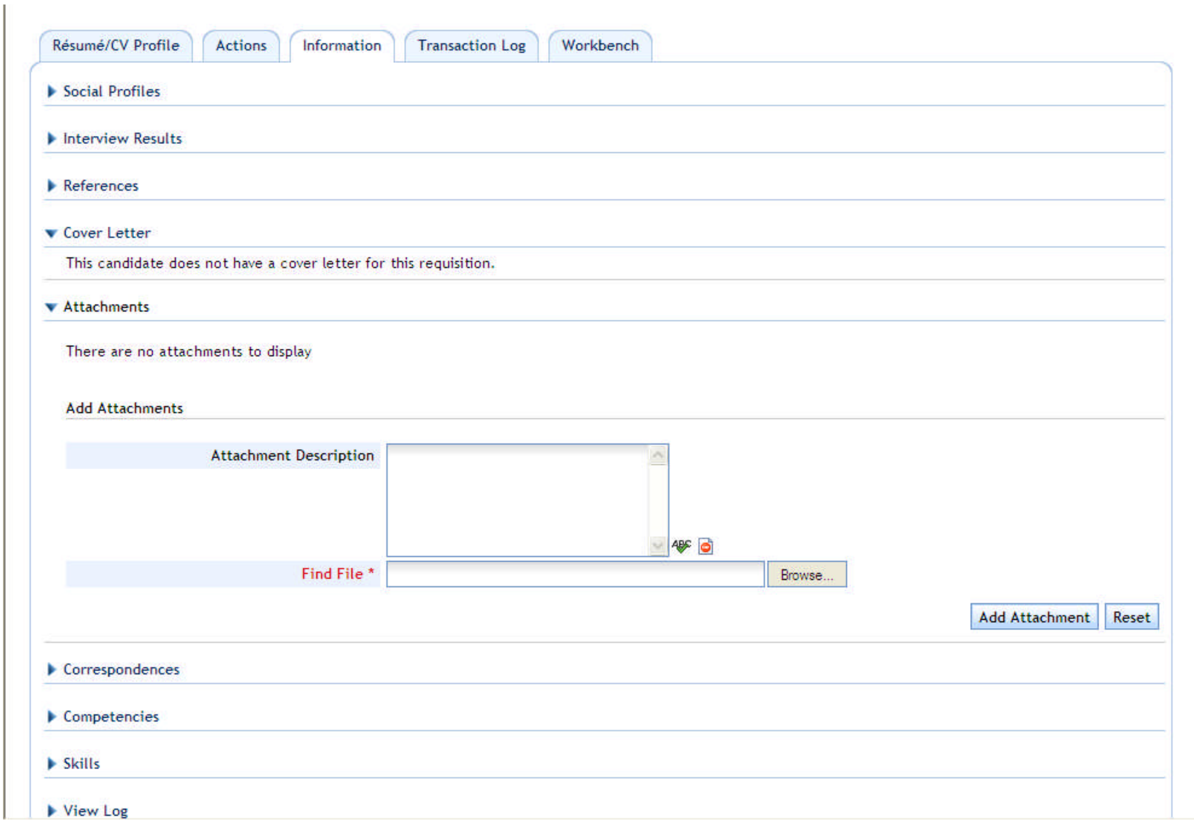
>Attachments – here you may view and download any attachments the candidate has submitted to this requisition .

>Correspondences – *****Not applicable at this time.** The Correspondences screen shows the letters to and from the candidate. Users can see the Date, Sender or Receiver, the Letter Category and Letter Title for each piece of correspondence with the candidate. Letters can be archived, when desired.

>Competencies – *****Not applicable at this time.**

>Skills – *****Not applicable at this time**

>View Log – *****Not applicable at this time.**

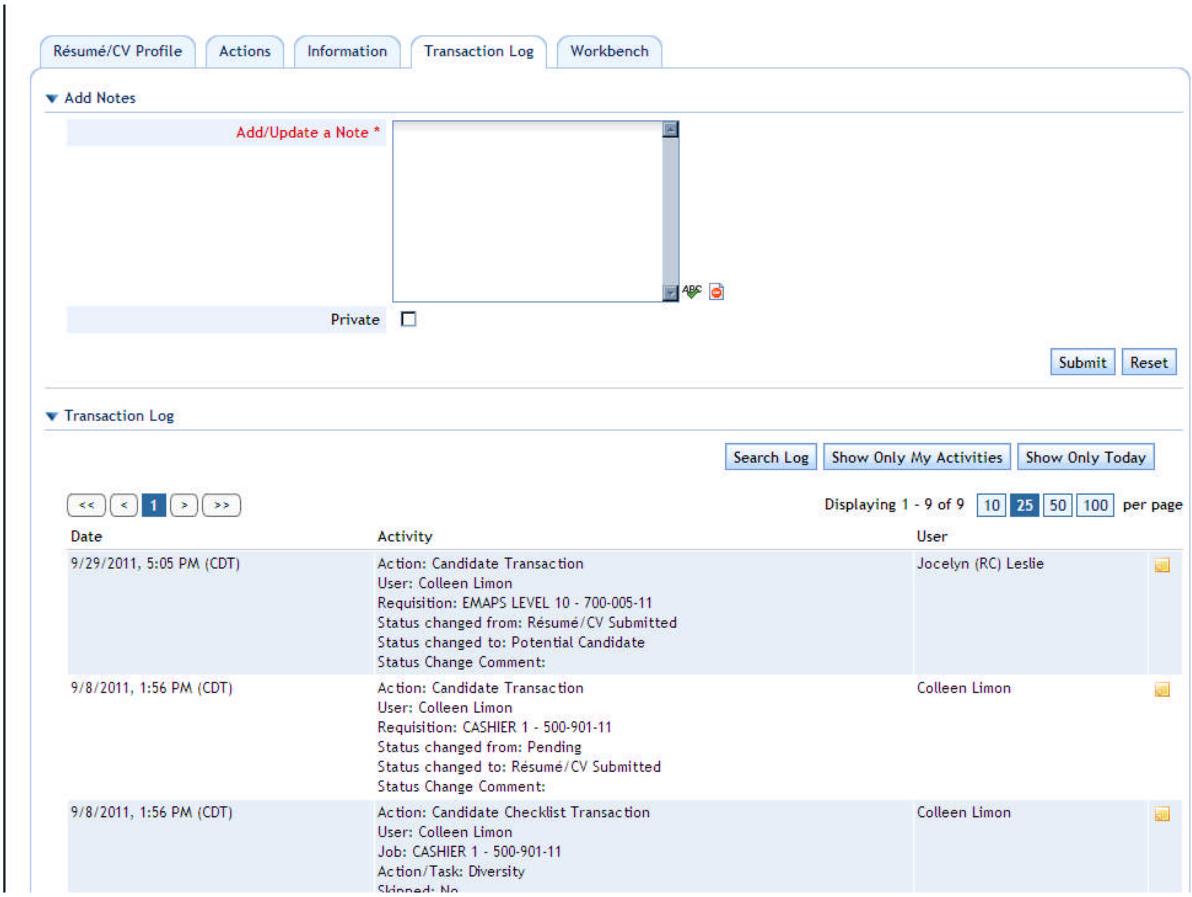


TRANSACTION LOG

This section displays all the activities taken on an individual's resume, such as changing the job seeker's status, routing the resume and/or notes that have been added.

Add a Note – You may add a note to keep on file within this requisition. Add your comments in the box provided and click on "Submit" to save the comment. If you are adding notes only for your purposes, check the "**Private**" box.

Transaction Log – A history of transactions specific to this requisition/candidate is displayed. The transaction log details the date of the activity, the type of activity and the individual who carried out the activity (e.g., "offer extended", "offered accepted").



WORKBENCH

>Statuses – this is where you may change the status of the candidate within a specific requisition. From the **"Change Status"** drop down menu, you will have access to change the applicant's status to **"Potential Candidate."** All other status changes are handled in Human Resources. However, you can view the status of the candidate at any time.

>Schedule an Interview – not applicable at this time.

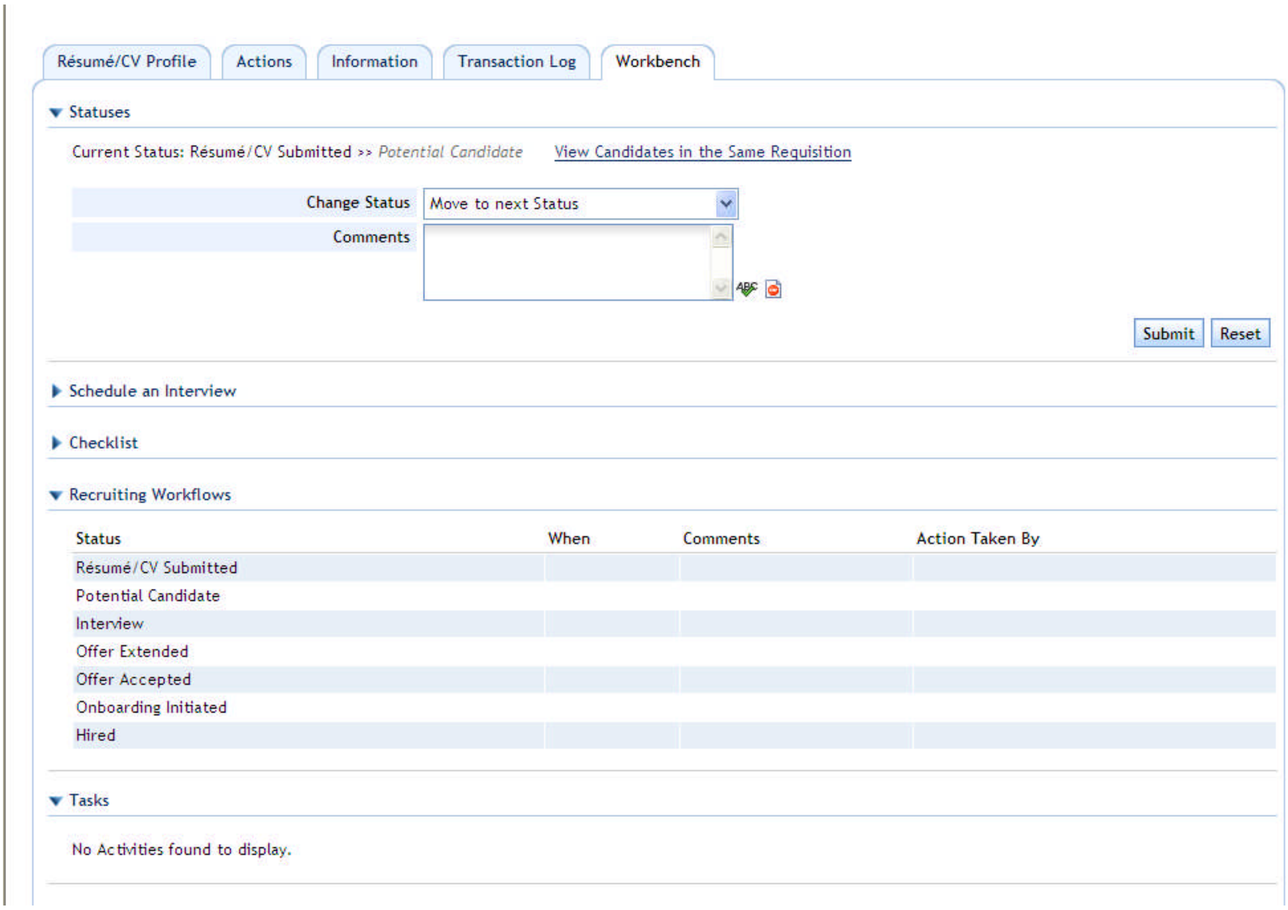
>Checklist – you may view additional information that the applicant has provided through the Checklist such as:

- Cover Letter
- Screening Questionnaire
- Attachments

NOTE: *Remember that at any time you may change the requisition number you wish to view by scrolling to the top of the Resume Dashboard page and selecting a different requisition from the Selected Requisition drop down menu.*

>Recruiting Workflows – this details the steps in the recruiting process for the candidate within a specific requisition. It is here where you may view the multiples statuses, date of completion and who initiated/completed the status of the candidate.

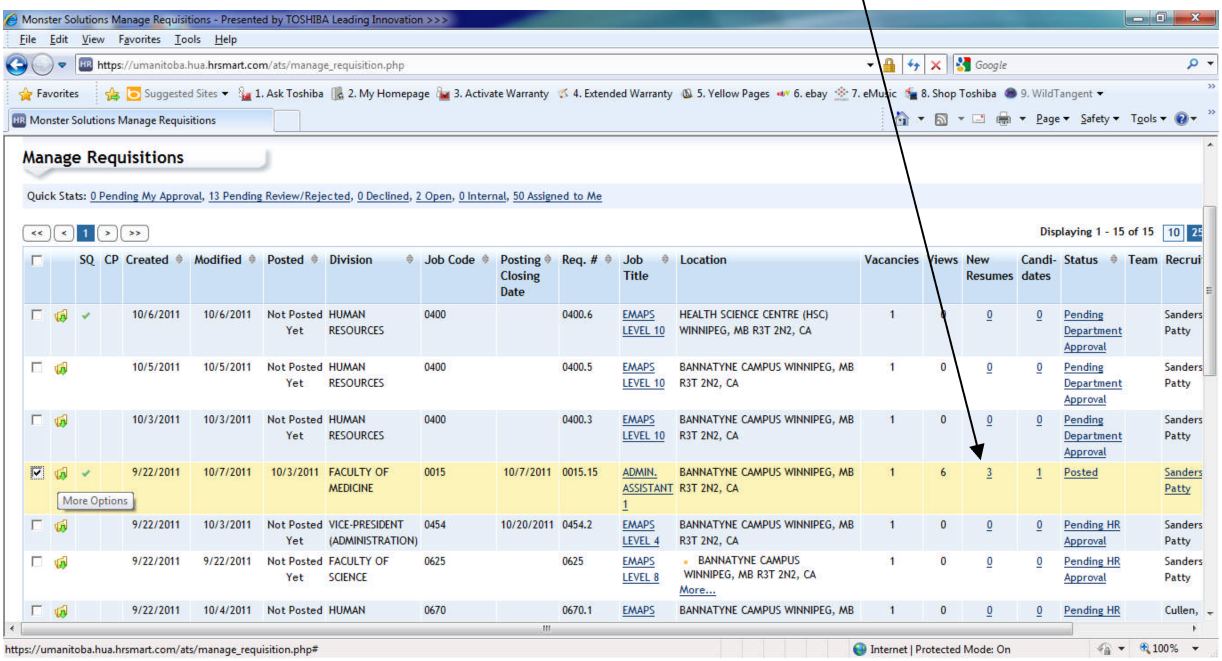
>Tasks – displayed are the various steps that are to be taken in the recruiting process



NEW RESUME SUBMISSIONS

You may view resumes as they are submitted to your requisitions. New Resume Submissions may be found by clicking on the **HR logo**, then on **"People"**, then under the **"Candidates"** menu, click on **"New Submissions"**. From the **"Select Job"** dropdown list, select the requisition and click **Go**.

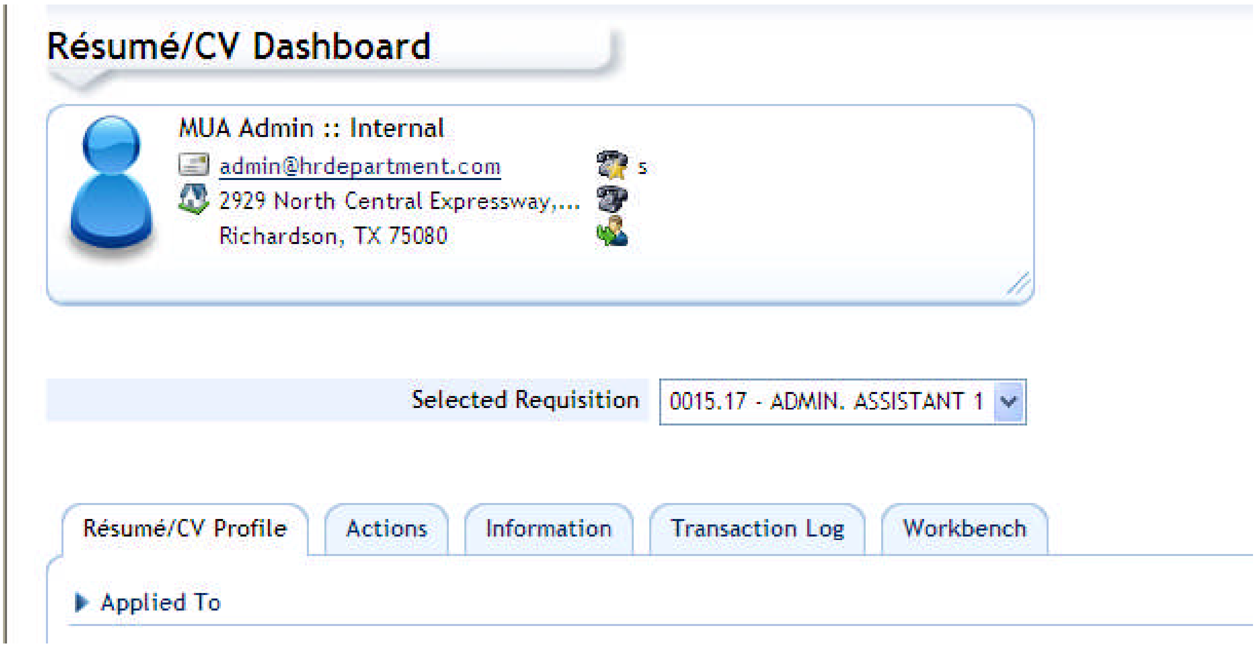
Any new resumes submitted to the requisition that have not been reviewed (such as moved into a candidate status) will be considered **"new"** and displayed in this listing.



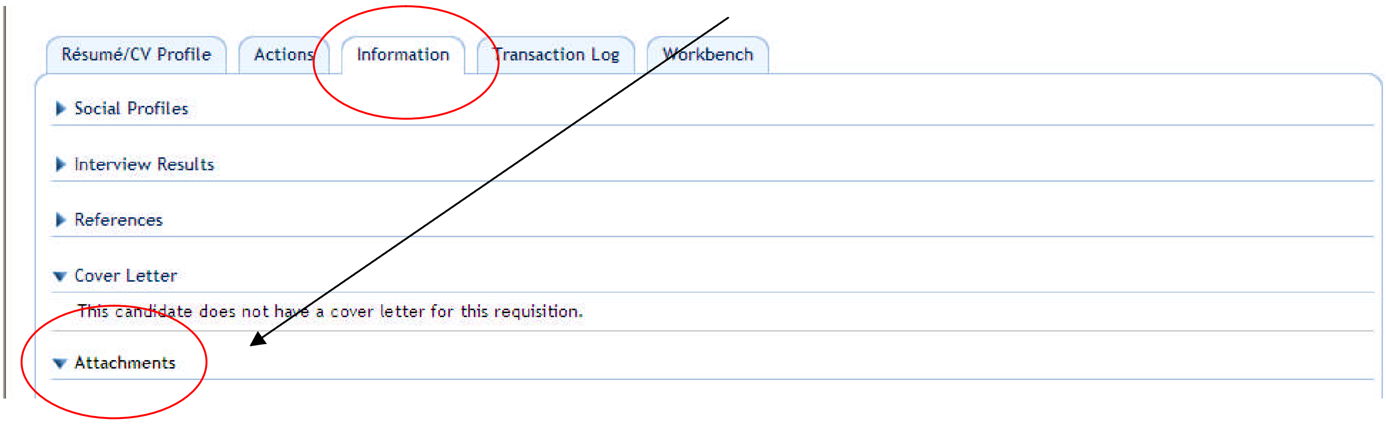
TO VIEW/PRINT A RESUME IN ORIGINAL FORMAT

To view and/or print an applicant's resume in its original format access the **applicant's Resume Dashboard**

To access the Resume Dashboard, click on the applicant's ***hyperlinked*** name. You will be directed to the candidate's personal Resume Dashboard.



Click on the **Information tab** and then on "**Attachments**"

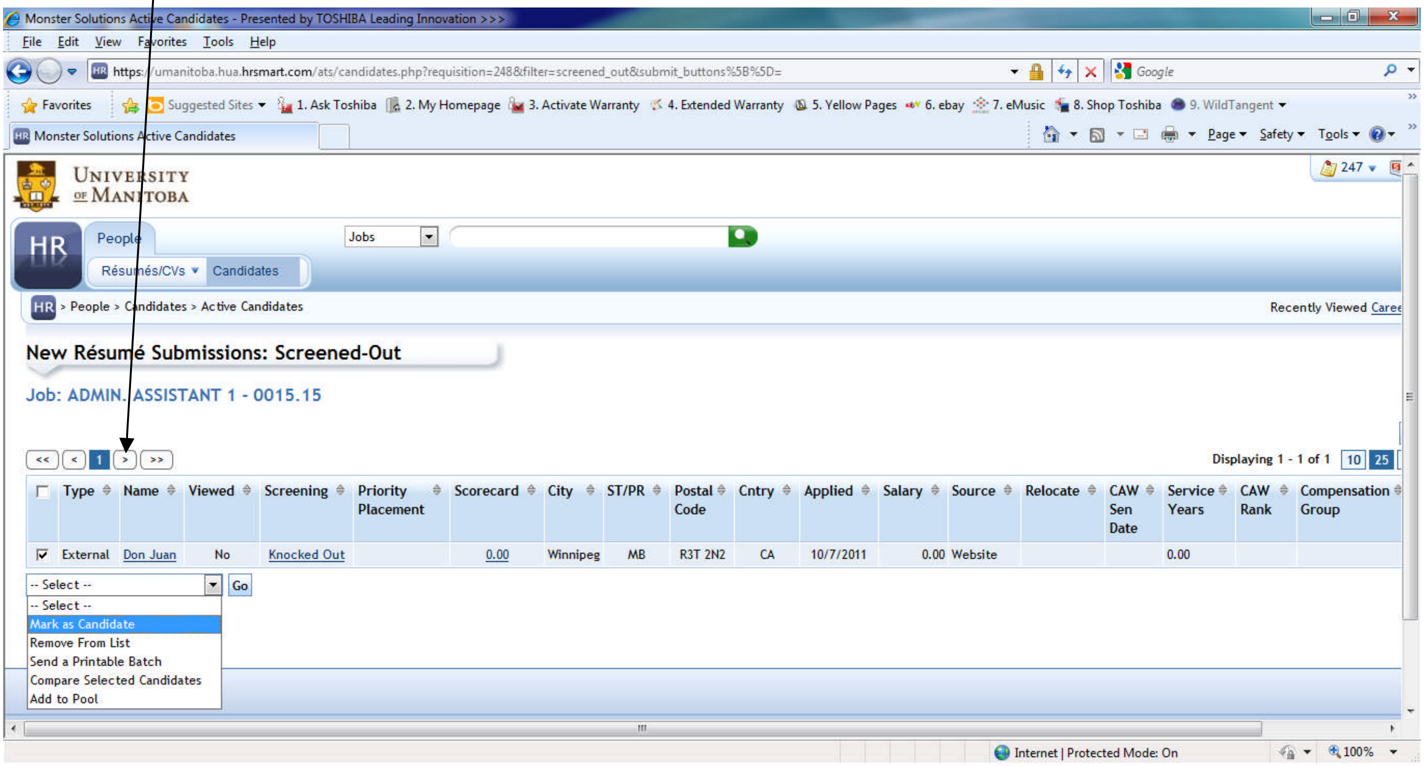


You **WILL** be able to access the originally formatted resume within the attachments section if the applicant has chosen to submit their resume by uploading their original version and has **NOT** copied and pasted their resume.

If the resume is available as an attachment, click the **"download"** icon. You will now be able to view and/or print the resume in its original format.

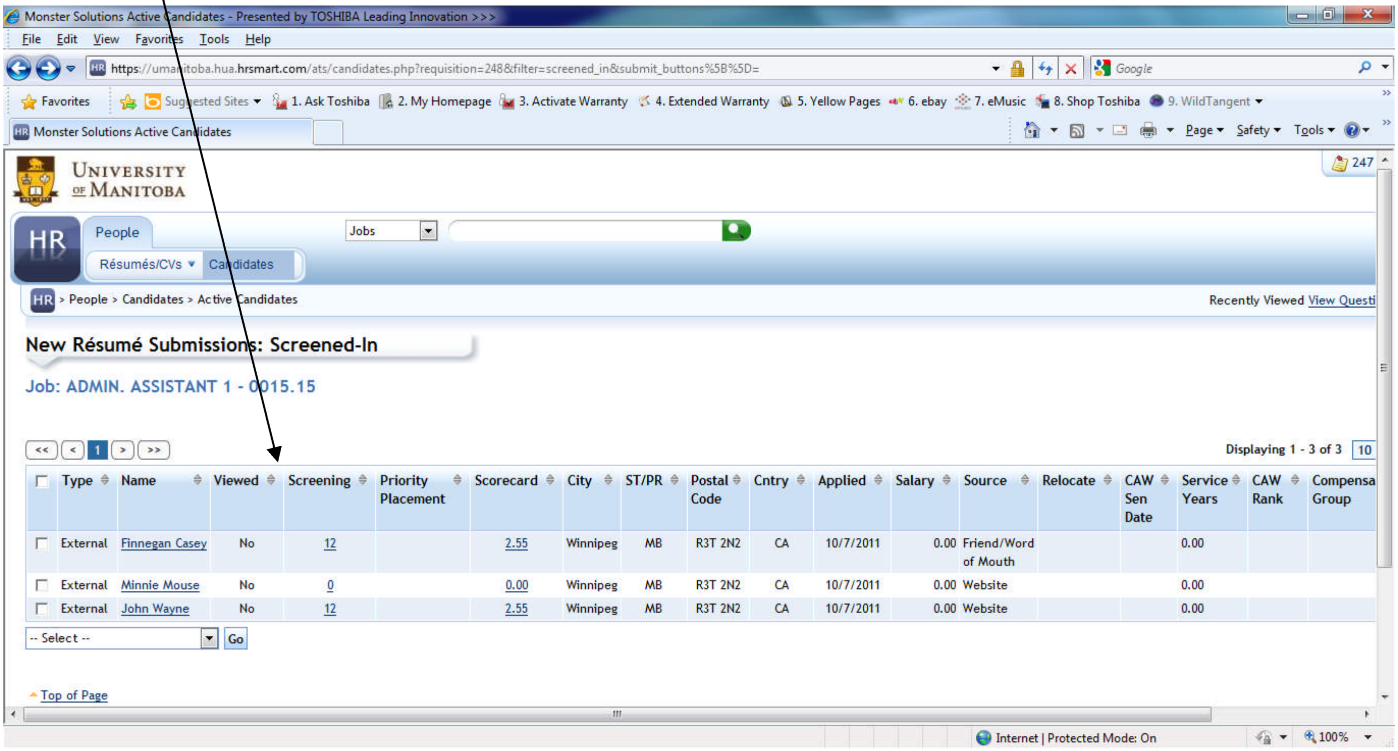
SCREENING QUESTIONNAIRES

By default, if a screening questionnaire is being used, the list presented will be only **"Screened In"** job seekers. Click the "**View Screened Out"** button on the right-hand side of the screen to see a list of those individuals. You may screen the applicant in by selecting **Potential Candidate** from the drop down **Select** menu and click **Go**.



NOTE: *Depending on the individual screening questionnaire, applicants will only be screened out if they do not attain a minimum score or if they have not successfully answered the "knockout" question. Knockout questions are rarely used. Most screening questionnaires will not screen applicants out. Their screening questionnaire score is displayed and you may view their responses to the questions.*

To view an individual's answers to the screening questionnaire, click on the hyperlinked score in the "**Screening**" column.



ACTIONS DISPLAYED IN DROPDOWN LIST

While still on "**New Resume Submissions: Screened-In**" you have a list of possible actions that may be carried out.

Mark as Candidate: This is a key step in the recruiting process. You will change the applicant's status to **Potential Candidate** in order to move them forward in the hiring process. You can move one applicant or multiple applicants at one time. Check the box beside the applicant(s) name and click on **Mark as Candidate** from the dropdown menu and click **"Go"**. Those selected will then disappear from this list and be available to work with on the Candidate Listing screen.

Remove from List: Selecting this action will remove the job seeker from this list and will mark them declined for this requisition. It does not remove the resume from the requisition or the resume database. The resume will be accessible via the Historical View. (The individual will not be aware of this action). The system will present you with a list of rejection reasons to select from. You may also move the Job Seeker back to potential candidate status if required.

Send a Printable Batch: This action will send the selected resumes to your email in PDF format. To do so, select the candidate(s) in the check boxes and click on **Send a Printable Batch** from the dropdown menu and click **"Go"**. This automatically sends the resumes of the candidate(s) selected in pdf format to *your own email* account. From there you may forward the pdf copies elsewhere via email (for example, to a selection committee).

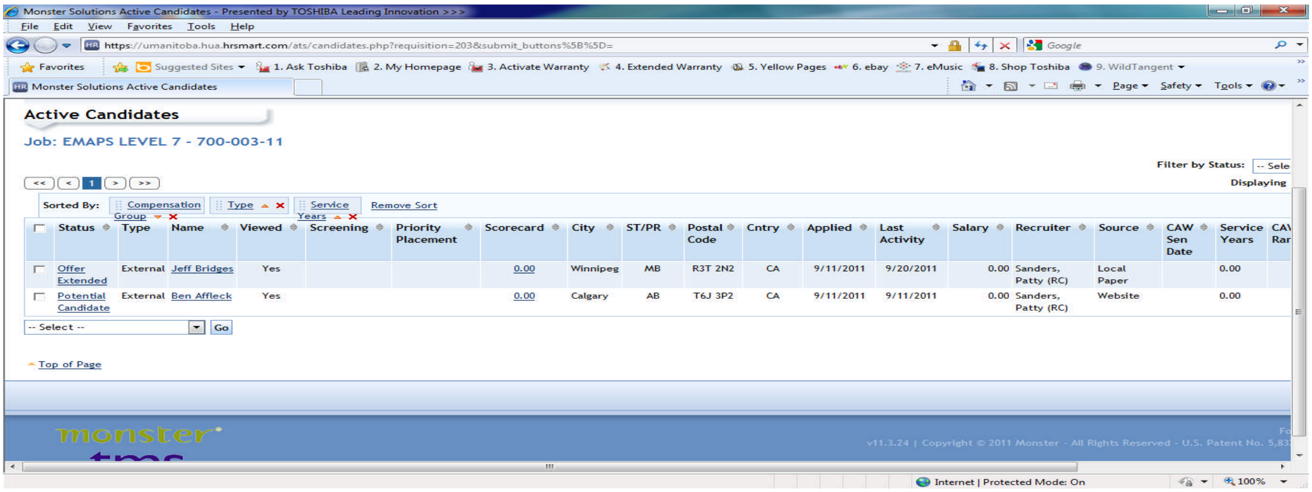
Send a Printable Batch of Cover Letters: In order to send cover letters to your Selection Committee you must copy and paste into a Word document, prior to emailing. (Process Under Review)

Compare Selected Candidates: NOT APPLICABLE AT THIS TIME
Add to Pool: NOT APPLICABLE AT THIS TIME

ACTIVE CANDIDATE LISTING

This list displays all the active Candidates you are working with in a specific requisition. To access this list, click on the HR logo, then on **People, Candidates** and **Active Candidates.**

Select the requisition number from the dropdown menu and click **Go.** The page will refresh with a listing of the candidates for your requisition.



At any point you may use the **Filter by Status** option to view only those individuals in a particular status.

To view the individual's progress throughout the recruiting process, click on the hyperlinked status in the **Status** column. You'll be taken to the **Candidate Workbench** screen.

To view a job seeker's resume, click on the candidate's **hyperlinked** name.

HIRING A CANDIDATE

When interviews and reference checks are complete, a **Justification of Selection** is completed and sent to the **HR Consultant** via e-mail for approval.

When the approval to hire has been granted by HR, the hiring department or the HR Consultant will **contact the candidate** of choice by phone and make a verbal offer.

If the verbal offer is accepted, the HR Consultant will follow-up with a **formal offer** through their REACH-UM account.

The candidate of choice will be given up to **2 business days to accept or decline** the formal offer through REACH-UM.

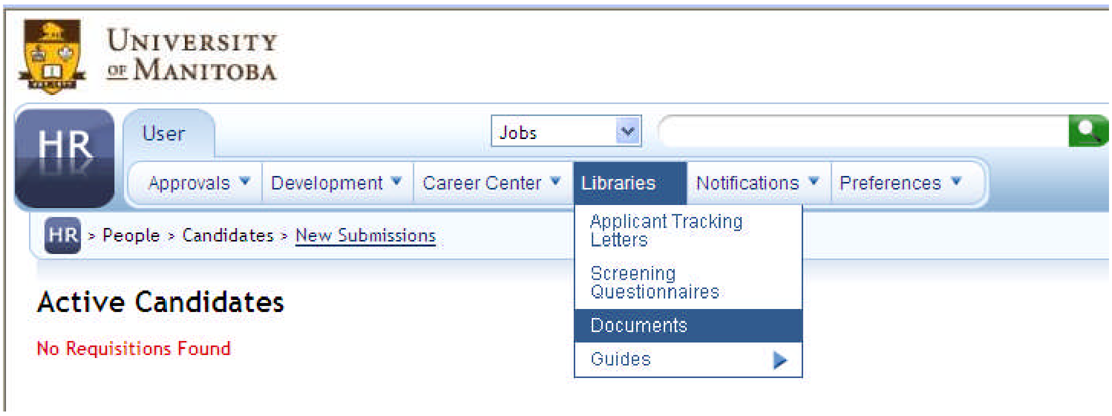
HR will be notified by a report that the individual has accepted or not.

If the offer is accepted, HR will initiate the **Onboarding** process. Once the **Onboarding** process is complete HR will change the candidate(s) status to **"Hired".**

LIBRARIES

The HR Department will post useful information for you within REACH-UM, such as a user manual and frequently asked questions (FAQ).

To access the documents, on the **HR** logo, click **User**, then **Libraries** and then **Documents**.



ICON DEFINITIONS

A variety of icons are used throughout the system to convey actions that can be taken. The following are definitions to these icons:

= Add
= Edit
= Delete
= Letters
= Attachment
= Save
= Print
= Email
= Palette
= Notes
= View
= Cancel
= Approve
= Select
= Inactive
= Active
= Copy/Clone
= Add Approvers/Add Users
= Add to Pool
= Find Matching Resumes/Jobs
= Search

= Expand
= Collapse
= Move Up
= Move Down
= Spell Check
= Language Filter
= Date Picker
= Information
= Indicates Action has been Taken
= Download
= Route Resume
= Add as Job Seeker
= Search Employees/Add Users
= Home
= Suggestion Box
= Logout
= Attachment
= Transaction Log/Notes
= Screening Questionnaire
= Find Matching Resumes
= Find Matching Employees